

**Fifteenth
Annual Report
of
Campus Security
Policies and
Procedures**

**For the Period
September 1, 2005 -
August 31, 2006**

New York Law School
57 Worth Street
New York, NY 10013-2960

General Information 212-431-2100
Student Information Line 212-431-2111
www.nyls.edu

Emergency Evacuation Guidelines

When instructed by the Fire Safety Director all occupants must exit the building by using all available stairs, not just a familiar stair, and upon exiting the buildings gather at the assembly area. (See information below.)

- 1) Do not panic- remain calm. Follow the Fire Warden and/or faculty member's instructions. After hours weekdays, the faculty member should designate two students to check the rest rooms.
- 2) Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. *Do not run and do not use the elevators as a means to exit the floor!* When classes are in session, the faculty member should be the last person to leave the floor.

DISABLED PERSON GUIDELINES

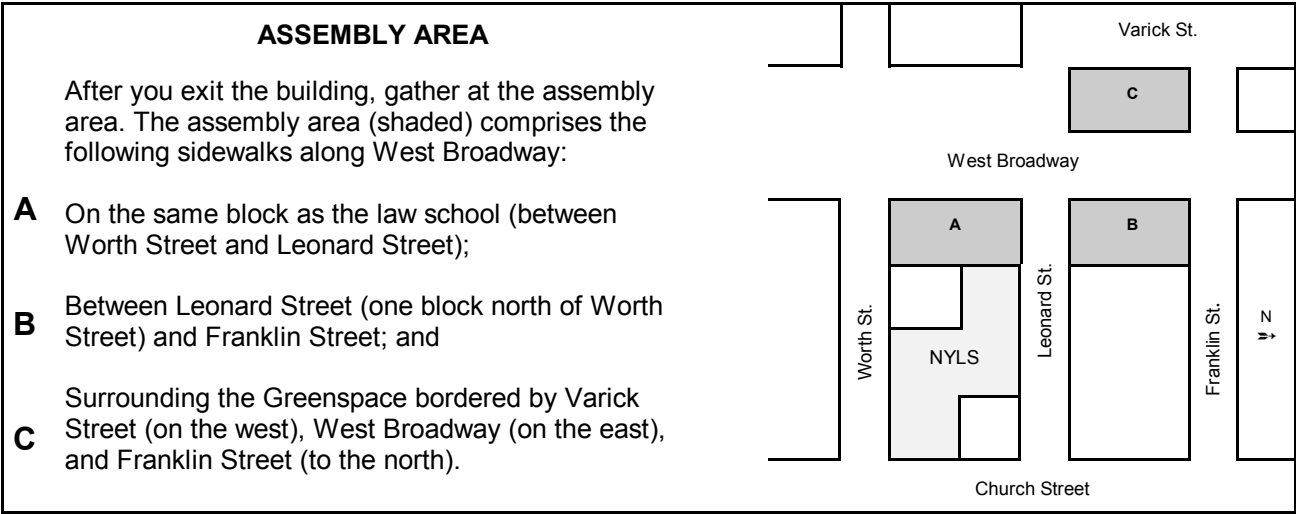
Notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near the main elevators (in B building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the building, floor, and stair alphabet location. *You must notify the Fire Safety Director. Upon being provided this information, fire department personnel would respond to the noted location to assist with the evacuation.*

Safe Rescue Areas

The stair landings (noted by the alphabet) in the following buildings: 47- Stair A; 53- Stair C; 57- Stair B.

IF YOU DISCOVER SMOKE OR FIRE DO THE FOLLOWING:

- 1) Activate a pull station device (located near the exit stair door) to alert all other occupants.
To operate: Pull the black lever down.
- 2) Evacuate the area and close all doors. Notify persons in adjacent offices, classrooms, and rest rooms to begin evacuating the floor.
- 3) Do not open doors that feel warm to the touch. If there is heat or smoke in an area, crawl low to the floor to the nearest exit.
- 4) If the situation permits, use the red floor warden station to notify the Fire Safety Director.
To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Otherwise, evacuate the floor. At the building lobby, describe the situation to security officers.



Updated- 08/24/06

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47 Worth Street Security Desk

General Inquiries: 212-431-2100 extension 4184

Emergencies Only: 212-431-2123

Security Office- 57 Worth Street, Lower Level, Room L2

Ass't Vice President's e-mail Address: ghayes@nyls.edu

Telephone: 212-431-2837

In the event of a loss of telephone, internet, or e-mail service you may obtain more information at:

866-236-9529 (866-
23NYLAW)

<http://nyls.sungardhe.com>

nylspa@yahoo.com

For a list of Tri-State Emergency Public Health Reporting & Information Hotlines, see Table 10 on page 52.

New York City Emergencies- 9-1-1

New York City General Information- 311

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FOREWORD

*Personal safety is a partnership
between those whose responsibility it is to develop
and enforce policies and procedures and the community whom we serve.*

The Students-Right-To-Know and Campus Security Act of 1990 was enacted in response to several high profile crimes which took place on several college campuses during the 1980's. The cornerstone of the law was the requirement that colleges and universities make public all reported criminal acts. The primary goal of this legislation was to educate and inform the campus community about personal safety and security issues. Noticing the large number of sexual assaults, the subsequent amendments to this law were expanded to include specific policy and programs related to these types of crimes.

Beginning with the law school's Ninth Annual Report of Campus Security Policies and Procedures, other non required, but equally important, personal safety-related information and guidelines have been included in this annual report. Sections that highlight emergency evacuation, school closing, medical response guidelines, and threats were added because it was felt to be beneficial to the law school community. Beginning with this year's annual report, crime statistics and information about the new student residence (a non campus property) is included.

The United States Senate is also considering proposed legislation entitled the Campus Fire Safety Right-To-Know Act. This legislation would require educational institutions to document incidents of fire and related structural damage, injuries or fatalities, as well as the activation of fire alarm and suppression systems.

Personal safety is a partnership between those whose responsibility it is to develop and enforce policies and procedures and the community whom we serve. We need your continuing cooperation to help keep you and our community crime free. To achieve this objective we must face some very important facts.

Not everyone is honest, but most of our community is.

For every theft reported to the Office of Security & Safety, there are many more items that are turned into the Lost and Found. Examples of items returned over the years include case books, portable tape and disk players, laptop computers, cell phones, personal desk assistants, IPODS, wallets (many containing large quantities of cash and debit, charge, and credit cards), and the always misplaced umbrella and glove(s). It is reassuring to know there are many honest persons within our community. However, you can help us maintain a safe community by protecting your personal property. It is easier to protect your property than to take the chance of depending on the honesty of others.

Personal property crimes can be prevented by eliminating the opportunity.

You would not consciously leave your home entrance door ajar, your car door unlocked and the keys in the ignition, or your luggage unguarded at an airport, but why would you consider leaving your case books, briefcase, hand bag, or laptop computer unattended? Leaving personal property unattended is an open opportunity for others to tamper with or steal it. A thief does not need a lot

of time to commit a crime- less than half a minute is sufficient- all they require is an opportunity. Contrast this with the amount of time you would spend following a theft of personal property. You would need time to report the theft to the New York City Police Department and other reporting agencies. Then there is the time it would take to replace the stolen items, forms of identification, and/or reassemble documents, class notes, outlines, or reports. Keep your personal property secure at all times. *Crimes of opportunity can be prevented.*

Protecting personal property is your responsibility.

Personal safety has always been a priority at the law school. I am proud to report that there has been a continuing decline in the number of reported personal property thefts. However, the fact that we have such a positive record should NOT cause you to be careless, to let down your guard.

By leaving your property unattended, you invite the possibility of a theft that will affect you personally as well as undermine our community's sense of trust in each other. By keeping your personal property secure you help reduce the opportunity for others to steal from you, and you help to make the community safer. The bottom line is simple: You cannot leave personal property unattended and expect that it will be there when you return. *You must take responsibility for your property and keep it secure at all times.*

You should review all security, health, and safety information periodically

During First Week, incoming students were provided selections from the Fourteenth Annual Report which describes personal safety and emergency response guidelines. Brochures which describe sexual assault prevention (from the New York City Police Department Special Victims Liaison Unit) and general safety (developed by the National Crime Prevention Council) as well as copies of the previous annual report were also made available. Personal safety, health, and emergency response information is also included in The New York Law School Student Guide (formerly the Student Handbook and the Facebook). You are also encouraged to consult the Office of Security & Safety internet web-site <http://www.nyls.edu> which includes an overview of the subjects contained in this annual report as well as up-to-date security, health, and safety information.

You should always seek out new crime prevention information

Throughout the year you will be notified of personal safety programs which the Office of Security & Safety, Office of Student Life, various student organizations, and the New York City Police Department will co-host.

The *Safety First* Personal Safety Education series was created to provide an ongoing dialogue between safety professionals and the law school community. The programs which comprise the series are Safety-On-The-Run ("Grab-and-Go" safety discussion and videos), Safety Partners (events cosponsored with crime prevention and community relation officers from the New York City Police Department), and SafeYouth (safety issues presented to children at the law school's Bring Your Child To Work Day). I extend this personal invitation to you to attend these programs to meet your fellow students, the staffs who are responsible for the safety and security of this community, and to learn from police organization representatives to learn new ways to stay safe and secure.

Crime prevention techniques and personal safety tips must be practiced every day *wherever you are*. I also encourage you to share this information with family and friends. I welcome your questions, comments, and suggestions for personal safety discussion topics. Do not hesitate to contact me if you have a question about security issues. Feel free to stop by the Office of Security & Safety (Lower Level, 57 Worth Street, Room L2), contact me by telephone (212-431-2837), or by electronic mail at ghayes@nyls.edu.

George H. Hayes
Assistant Vice President
Office of Security & Safety
October 2, 2006

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ACKNOWLEDGMENTS

This and previous annual security reports could not have been completed without assistance from members of the law school community. Noted below are the faculty, staff, and students who assisted with producing the law school's first annual report:

Jane P. Helm, former Associate Dean for Finance & Administration
 Matthew Wilkes, former Associate Dean for Student Affairs
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 Geraldine Wenz, Registrar Emeritus
 Former student Peter DiCecco
 Sonia E. Miller (Class of 1996)

I would also like to thank the staff of the Office of Information Technology for their technical assistance, the staff of the Office of Communications & Marketing for their help in making this annual report available electronically, Office of the Registrar for assistance with compiling student population statistics, and the staff of the Office of Student Life for their assistance in notifying students about security and safety information. It would be a great oversight to not acknowledge the assistance I have received over the years from Vice President for Finance & Administration Fred DeJohn. He has provided invaluable editorial and content review on each successive report (along with the important check for the dotted *i*'s and crossed *t*'s). And most important, I thank the members of the security staff for their dedication to keeping the law school a safe and secure community.

Senior Security Coordinator	Christopher Spooner
Security Supervisors	Ntow Adjei-Danso Robert Clemons Halbert Pacheco Roy Seda
Assistant Security Supervisors	Dhanraj Jagnanan Lawrence Joseph
Security Officers	Lawrence Haberman Edwin Spooner Sandra Williams
Security Contractor	Staff of Summit Security Services

INTRODUCTION

The Jeanne Clery¹ Disclosure of Campus Security Policy and Campus Crime Statistics Act [originally entitled The Students Right-To-Know and Campus Security Act, codified as 20 U.S.C. 1092 (f) as a part of the Higher Education Act of 1965 and hereafter referred to as the Clery Act] requires public and private colleges and universities which participate in the federal student aid programs to disclose campus crime information. The publishing of annual security reports has been required since September 1992 and this is the law school's fifteenth annual report.

A. History of Campus Security Legislation

The Clery Act (H.R. 3344, S.1925, S.1930) was introduced in Congress on September 6, 1989. It was signed into law in November 8, 1990 as Crime Awareness and Campus Security Act (Title II of Public Law 101-542) and took effect on September 1, 1991. This act was passed in response to concern that higher educational institutions were not making public information that would allow people to know how well institutions were providing for the safety of all persons who lived or worked on-campus and to prospective members of the college or university community. The federal Department of Education was charged with enforcing this law and in working with colleges and universities to meet this mandate.

The United States Congress enacted the Campus Sexual Assault Victims' Bill of Rights and incorporated it into the Clery Act under the Higher Education Amendments of 1992 [Section 486(c) of Public Law: 102-325]. This Amendment expanded the sexual assault reporting requirement and development of a sexual assault prevention policy. A major goal was to provide sexual assault victims certain rights and to notify them of their option to report their assault to law enforcement authorities.

1. 1998 Amendments

The Education Amendments of 1998 expanded the crime reporting categories, required a breakdown of crimes by location, expanded the definition of campus, included hate crimes in those incidents reported, describe crime prevention programs and strategies, required the creation of a public crime log, clarified which campus employees or officials are required to meet the timely warning requirement, and the Act was renamed in memory of Jeanne Clery. This same Amendment also required all federally funded public and private colleges and universities to annually report crime statistics to the Office of Postsecondary Education of the United States Department of Education by October 1. The Office created the Campus Security Statistics web-site at <http://ope.ed.gov/security/> to provide access to reported crime information for more than 6,000 colleges and universities in the United States.

2. 2000 Amendments

¹The Clery Act is named in memory of Lehigh University freshman Jeanne Clery who was assaulted and murdered on April 5, 1986 by a fellow student she did not know. The student entered her residence hall through a propped open door. Her parents, Connie and Howard, discovered that students had not been informed about 38 violent crimes on the Lehigh campus in the three years preceding her murder. The Clery's were successful in having a campus crime reporting law enacted in their home state of Pennsylvania before joining with other campus crime victims to seek congressional support for a national crime reporting law.

The Campus Sex Crimes Prevention Act of 2000 (Section 1601 of Public Law 106-386) is a federal law that was enacted on October 28, 2000 and amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act² and the Family Educational Rights and Privacy Act.³

i. Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act

The Wetterling Act was amended to provide for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This will require sex offenders (who must already register in a State) to provide notice to the State, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. It also requires that State procedure (i.) to ensure that all registration information, without respect to individualized risk assessments, is promptly made available to law enforcement agencies within the jurisdiction where the institutions of higher education are located and (ii.) that information is entered into appropriate records or data systems. These changes took effect on October 28, 2003. These requirements are tied to State eligibility for certain types of federal criminal justice funding.

The Crimes Prevention Act amends the Clery Act to require institutions of higher education to issue a statement, in addition to other disclosures required under this Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect on October 28, 2003, and this notice became a requirement on October 1, 2003.

ii. Family Educational Rights and Privacy Act

The Crimes Prevention Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. It also requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

B. Proposed Federal Legislation

1. Campus Fire Safety Right-To-Know Act (S. 2493 & H.R. 2637)

This Act would amend Title VII of the Higher Education Act of 1965 and require colleges and universities to provide fire sprinkler systems, or other fire suppression or prevention technologies, in public and private college and university housing, including fraternities and sororities. This legislation would also require educational institutions to document incidents of fire and related structural damage, injuries or fatalities, as well as the activation of fire alarm and suppression systems in college buildings, particularly student housing. The United States Senate (S. 2493) and the House of Representatives (H.R. 2637) is currently considering the Campus Fire Safety

²Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, 108 Stat. 1796, 2038 (codified as 42 U.S.C. 14071), contains the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. The Act provides a financial incentive for states to establish 10 year registration requirements for persons convicted of certain crimes against minors and sexually violent offenses, and to establish a more stringent set of registration requirements for a sub-class of highly dangerous sex offenders, characterized as “sexually violent predators.”

³The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education.

Right-To-Know Act. For additional information, see Chapter III. Evacuation Preparedness.

2. National Campus Safety Awareness Month (S. 426 & H.R. 765)

This legislation would support the creation of a National Campus Safety Awareness Month. The goal is to provide a national focus for colleges and universities to inform students about existing campus crime trends, campus security policies, crime prevention techniques, fire safety, and alcohol and other drug education, prevention, and treatment programs.

C. State of New York Education Law

Section 1. Article 120-A. Chapter 597. of the education law was repealed and a new Article 129-A entitled Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes became law on September 20, 2003. The article outlines requirements for maintaining public order on college campus properties, creation of an Advisory Committee on Campus Security, informing the college community of sexual assault prevention information [See Section D. below.] note campus crime reporting procedures and statistics, and outline procedures for investigating violent felony offenses. [See Section I. Security Operations. Section D. Response to Calls for Emergency Assistance and/or Criminal Incidents.]

All colleges that receive state aid must note directions for obtaining access to campus crime statistics that are filed annually with the United States Department of Education (as required under Title 20 of the United States Code Section 1092(1)). The Department's web-site is noted in Section A. In addition, this annual report notes, in several places, the location of the Office of Security and Safety and contacts information for the Assistant Vice President who can provide the same statistical information. For example, see Contacting the Assistant Vice President of Security & Safety on page 12.

Section 6436 was added which established requirements that a college must adhere to in providing information to students about bias related crimes. [See Section I. Security Operations. Section D. Response to Calls for Emergency Assistance and/or Criminal Incidents.] Section 1. Section 355, Subdivision 17 of the New York State Education Laws requires colleges and universities to implement plans for responding to reports of missing students occurring on the campus. [See Section I. Security Operations. Section E. Investigation and Response to the Report of a Missing Student.]

1. Proposed Legislation

i. Act 420b. Ban smoking in residence halls

This Act would amend the public health law by prohibiting smoking in dormitories, residence halls, and other group residential facilities in New York. The goal is to safeguard the health and welfare of nonsmoking residents. The bill has been referred to the Rules Committee.

D. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of all campus members as well as make public campus security policies and procedures. [See Section II. Incident Notification and Reports.] By October 1 of each year the Clery Act has required each higher education institution participating in any federal program to prepare, publish, and distribute, to all current students and employees, and to any applicant for enrollment or employment, upon request,

an annual security report that includes the following information:

- 1) a description on how to report criminal actions or emergencies and how security staff will respond;
- 2) a statement of current policies concerning security and access to campus facilities;
- 3) a description of campus security personnel and their relationship to local police;
- 4) a description of campus security programs and activities for encouraging personal and community safety;
- 5) a statement of policy concerning possession, use, and sale of alcoholic beverages or illegal drugs, and enforcement of a drug related law;
- 6) a description of drug or alcohol abuse education programs;
- 7) statistics for the September 1 through August 31 reporting year concerning the occurrence on-campus, on non campus property, and on public property of the following: criminal homicide (murder and non negligent and negligent manslaughter), forcible (rape) or non forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, arrests or persons referred for campus disciplinary action for illegal weapons violations, drug related violations, liquor law violations;⁴ and a report, by category of prejudice, of any of the above occurrences involving bodily injury to any persons in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability;⁵
- 8) sexual assault prevention policy and information on where to report a sexual assault to local law enforcement authorities; and
- 9) the location of a campus crime log that notes all reported crimes by date, time, location, nature, and disposition.

The law school provides printed copies of this annual report for students through the Office of Student Life Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851), for prospective students from the Office of Admissions (Office: 41 Worth Street, First Floor, 212-431-2888), and for faculty and staff (and prospective personnel) from the Office of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131). There are also copies of this annual report and other health and safety literature available from the literature rack opposite the ATM at the first floor 53 Worth Street lobby. This annual report will also be available on line at <http://www.nyls.edu>

⁴For definitions of the aforementioned terms, see Attachment A on page 83.

⁵Hate Crimes Statistics Act 28 U.S. C534 requires the Department of Justice to collect data on hate crimes. Hate crimes are defined as "manifest prejudice based on race, religion, sexual orientation, or ethnicity". These statistics are compiled by the FBI using the Uniform Crime Reporting system. The Crime Act of 1994 also required the FBI to collect data on hate crimes involving disability.

E. Sexual Assault Notification Requirement and Sex Offender Registry

1. Sexual Assault Notification Requirement

The Education Law of the State of New York, Section 6450(1)(a) requires all post secondary institutions to provide information to incoming students about sexual assault prevention and Section 6450(1)(b) requires each institution to annually report to the State Commissioner of Education that it has fulfilled the requirements of this law. Sexual assault prevention information [See Chapter IX. Sexual Assault Prevention.] and excerpts of other sections of the New York Law School Fourteenth Annual Report of Campus Security Policies and Procedures were distributed to incoming students during the Fall 2006 First Week.

2. Sex Offender Registry

Beginning October 1, 2003, this annual security report was required to include information that notes where information about registered sex offenders can be obtained. [See Section B. Proposed Federal Legislation. above.] This information has been made available since the Tenth Annual Report. The New York State Division of Criminal Justice Services has established a Sex Offender Registry.⁶ A copy of the Division's pamphlet "Sex Offender Registry" may be obtained from the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851) or the Office of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131). You may also log onto the Registry's web-site at <http://criminaljustice.state.ny.us/nsor/index.htm> to obtain this information. These resources will provide instructions on how to obtain sex offender registration information.

⁶Chapter 192 of the Laws of 1995, the Sex Offender Registration Act (Correction Law Article 6-C) established a Sex Offender Registry within the New York State Division of Criminal Justice Services. This Act was modeled upon the provisions of the federal Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. The Sex Offender Registration Act took effect on January 21, 1996.

I. SECURITY OPERATIONS

Our goal is to keep all members of our community safe and secure. You can help us by looking out for your personal property, the personal property of others, and law school property. We need your cooperation. Do not leave personal property unattended even for a second! *Do not hesitate to report suspicious persons, activities, conditions, or crimes to a security officer or the Assistant Vice President of Security & Safety.*

A. The Campus

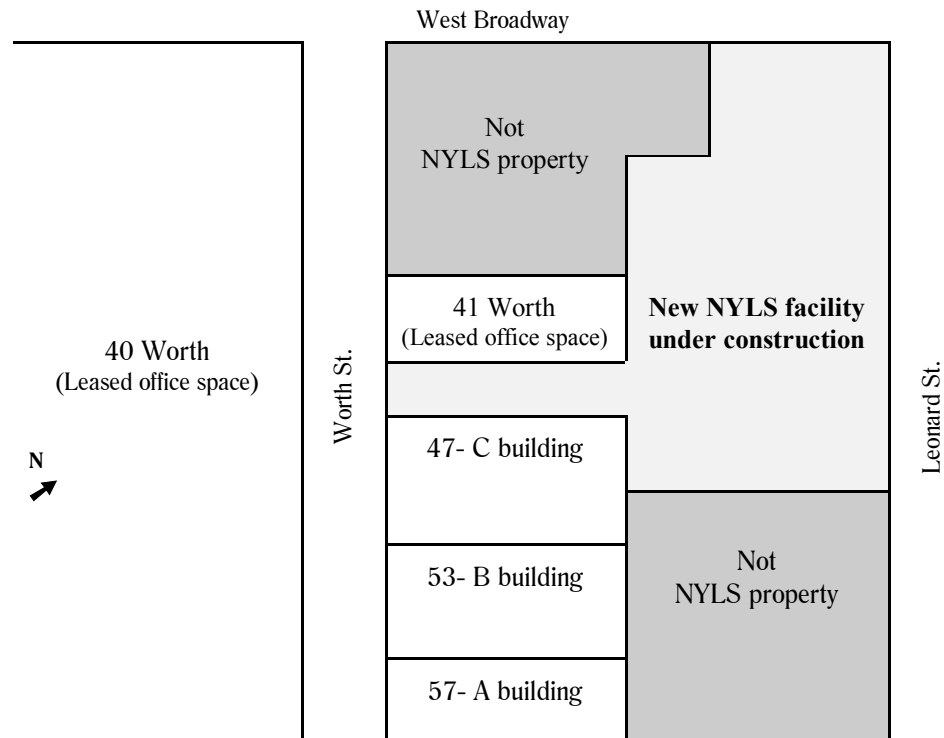
1. Facilities

The law school's campus comprises the following facilities:

i. Main Campus

The campus comprises three (3) contiguous and interconnecting buildings (47, 53, and 57 Worth Street) and a vacant parcel which was used as a parking lot and is now the site of the construction of a new law school building.⁷ Included within the buildings are spaces where subcontractors provide services such as meals and refreshments (student cafeteria and the faculty and staff dining room), bookstore, copy center and mail room, maintenance and building services, information technology services, and spaces occupied by law school recognized student organizations.

ILLUSTRATION 1- NEW YORK LAW SCHOOL CAMPUS



⁷Also referred to as: **A** building- 57 Worth Street; **B** building- 53 Worth Street; & **C** building- 47 Worth Street.

On Friday, June 23, 2006 the 240 Church Street building (the former site of the Mendik Library) was sold.

ii. Non campus properties

a) Leased office space

The law school has leased office space in the following buildings:

40 Worth Street

The Mendik Library has relocated to portions of the fourth, seventh, and fourteenth floors. In addition to the library, there are four administrative office suites on the seventh floor (705, 706, 708, and 708A) and satellite office space on the fourteenth floor (rooms 1410, 1411, 1413, 1414, 1421, 1422, and 1423).

41 Worth Street

There are administrative offices on the first floor and private meeting rooms and central file storage room on the lower level.

b) Student Residence

In June 2005 the law school subleased a newly constructed residential building as housing exclusively for New York Law School students. The residence is located at 81 East Third Street (between First and Second Avenues). There are communal meeting rooms in the lower level and laundry facilities at the penthouse.

iii. Public property

The sidewalks which abut the 47, 53, and 57 Worth Street (and those sidewalks across the streets) and the former parking lot comprises the public property near the law school. The sidewalks which abut 81 East Third Street (and those sidewalks across the street) comprise the public property near the student residence.

iv. Other Property

The law school does not own, operate, or occupy any other property for office space, instruction, student organization use, or student housing. The only other property that was owned by the law school was a former building at 54 Leonard Street. The building which stood on this site was acquired in June 2005. The resulting vacant land, in addition to the former parking lot, is now the site of the construction of a new law school building.

2. Access points and hours

i. 47 Worth Street, 57 Worth Street, and 40 Worth Street

a) General Access

The main entrance doors are open the following hours:

TABLE 1- DAYS AND TIMES THE MAIN ENTRANCE DOORS ARE OPEN

Days of the week ¹	47 Worth Street	57 Worth Street	Mendik Library (40 Worth Street)
Monday - Thursday	7:30A.M. - 11:00P.M.	8:00A.M. - 6:30P.M. ⁸	8:00A.M. - 11:00P.M.
Friday	7:30A.M. - 10:00P.M.	8:00A.M. - 6:00P.M.	8:00A.M. - 10:00P.M.
Saturday & Sunday	8:30A.M. - 10:00P.M.	Closed	10:00A.M. - 10:00P.M.

The 47 Worth Street building is the official visitor entrance and sole entrance to all campus buildings after hours weekdays, all hours' Saturdays and Sundays, holidays, and the days the law school is closed. The New York City Administrative Code requires all persons sign in during the times that are not the normal hours of operation. All faculty and staff will be required to sign in all hours' Saturdays and Sundays, holidays, and the days the law school is closed. Faculty and staff are also reminded to alert the security officer at the 47 Worth Street security desk on those occasions they remain past the official building closing times so the officer will know to contact them if an emergency arises.

The 40 Worth Street (a.k.a. 220 Church Street) building is accessible the hours that the Mendik Library is open. Although access is permitted at 220 Church Street weekdays regular business hours, the 40 Worth Street entrance is open all hours, including weekends and holidays. During the 24-hour library study hall the Mendik Library will extend the hours of selected areas and close at 2:00A.M. Your NYLS photo-identification card is needed to access this building at all times.

Students may enter the law school campus buildings 24 hours/7 days a week (including holidays and the days the law school is closed). During the times the buildings are officially closed, students may enter at 47 Worth Street and access is restricted to the Stiefel Reading Room and the Broad Student Center (first floor and lower level, including the computer rooms). Student members of the Law Review journal and Moot Court may also access their office spaces. Your NYLS photo-identification card is needed to access this building at all times.

b) Accessible Entrance



The accessible entrance for disabled persons with mobility restrictions is located at 234 Church Street. This entrance is open the same days and hours as the 47 Worth Street entrance doors. There is a sign posted at each building entrance that notes the address and direction to this entrance. Upon arrival to the entrance there is a sign which includes the address and the international symbol of accessibility.

To request access, a disabled person would press the intercom button to alert the officer at the 47 Worth Street security desk. The officer would speak to the person and then press a button which unlocks the door and activates the electric door opener. A second officer would meet the person to provide directional assistance.

⁸ The 57 Worth Street entrance will close each weekday evening at 6:00P.M. when classes are not in session.

ii. 40 Worth Street

The building management company has a security desk in the lobby where security and fire safety director personnel are positioned. The building entrances are open during regular business hours Monday through Friday 9:00A.M. - 5:00P.M. After hours and holiday access is through the 40 Worth Street entrance only. The 220 Church Street and 40 Worth Street entrances are accessible to disabled persons. The law school has security staff posted at the fourth, seventh, and fourteenth floors all hours that the Mendik Library is open.

a) Mendik Library

The Mendik Library has relocated to the fourth, seventh, and fourteenth floors of 40 Worth Street (a.k.a. 220 Church Street). With the exception of the seventh floor south reading and study area which is secured by a card access system, all other library spaces are secured by manual locking hardware.

b) Other offices

The Office of Development and Alumni Relations and Purchasing Offices are located in office 705 and 708 respectively. Access to each office area is controlled through the use of an electric door locking hardware and electronic keypad. The Institute for Information Law & Policy and the Center for New York City Law Library are located in office 706 and 708A respectively. These spaces are secured by manual locking hardware.

iii. 41 Worth Street

The Offices of Admissions, Financial Aid, and Human Resources are located at 41 Worth Street (a.k.a. 39 - 41 Worth Street). There is an electronic access system which controls the entrance doors. Staffs assigned to this office area are issued an access card. There is an entrance door release button at the receptionist desk.

iv. Student Residence (81 East Third Street)

There is an electronic access system which activates the main entrance door. Each resident has been issued an access card. The lobby security officer provides access to visitors. There is a security officer on duty 24 hours, seven days a week.

In addition to the access system, there is a video intercom panel in each residential unit. This intercom enables the resident to view and speak to a visitor at the exterior of the building. There are also video surveillance cameras installed in all common areas. These cameras are monitored by security staff at the lobby desk.

B. Campus Security Authorities

The Higher Education Amendments of 1998 sought to clarify which campus employees or officials are required to meet the timely warning requirement. [See Chapter II. Incident Notification and Reports. Section A. Timely Warning Notification. Page 26.] The Department of Education ruled that the determination would be based on whether the individual is a campus security authority.

The Department's November 1, 1999 Final Rule clarified the definition of who is a campus security authority. It stated that a campus security authority is an individual who works for the campus security

office or who expressly performs a campus security function. It also includes those persons with significant responsibility for student and campus activities, advisors (including Chaplains), and campus judicial entities. If the person (or entities) does not meet either of the responsibilities noted above, they are not considered a campus security authority. The following individuals comprise the law school's campus security authorities.

1. Office of Security & Safety staff

The Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837) heads this office and reports to the Associate Dean for Finance and Administration. The security staff comprises one senior security coordinator, four security supervisors, two assistant security supervisors, three full-time security officers, and several contract security personnel (See number 4 below). The senior security coordinator reports to the Assistant Vice President of Security & Safety, and the other security staff report to the senior security coordinator. The supervisors manage the staff under their command to ensure compliance with law school security policies and procedures. The ratio of security officers (including the contract staff) to students is noted below:

TABLE 2- RATIOS OF SECURITY OFFICERS TO STUDENTS⁹

Time of Day	Officers on duty	Students	Ratio
Monday - Friday			
Day	8	1187	1/237
Evening	7	345	1/115
Over night	1	0	0
Saturday & Sunday			
Day	6	400	1/200
Evening	6	250	1/125
Overnight	1	0	0

2. Office of the Assistant Dean for Student Services

The Assistant Dean for Student Services (Office: 57 Worth Street, Room 515, 212-431-2318) oversees the staff in the Office of Student Life. The Senior Director of Student Life (Office: 57 Worth Street, Room 516, 212-431-2319) and the Associate Director of Student Life (Office: 57 Worth Street, Room 519, 212-431-2896) oversees the daily activities and events sponsored by various on-campus student organizations and the programs. This Office also provides non academic information and assistance to all students. An example of the non academic information and support provided through this Office includes housing, medical coverage, and City related services and activities. An administrative assistant and work-study student assistants also support the Senior Director and Associate Director. The staff in the Office of Student Life are the only persons with significant responsibility for student and campus activities.

3. Academic Responsibility Committee

⁹The weekday student statistics was provided by the Registrar. The weekend student statistics are based on security staffs observations.

The Dean appoints faculty, staff, and student members to this committee which reviews disciplinary charges brought against a student. Faculty and staff assignments are fixed, but students are appointed annually. A few examples of grounds for disciplinary action are actions which result in damage to law school property, injuring members of the law school community or their guests, or subjecting such persons to substantial harm.

4. Contract Security Officers

i. Law School campus

The relocation of the Mendik Library to 40 Worth Street has placed a staffing demand on the security department which cannot be met with current personnel. The library occupies three different floors and maintains its traditional hours. To meet this need, several security posts were added which resulted in an increase in overall security staff hours.

With this in mind, and due to the uncertainty of the number of positions and the type of skills that will be needed by the security staff in the future, the law school has contracted with an outside security company Summit Security Services. Summit Security staff works with the law school security department as a *partner* in helping to maintain the safety and security of the law school community.

Summit Security provides staff to the post and patrol positions on the fourth, seventh, and fourteenth floors at 40 Worth Street. The company will also provide additional staff should the need arise and/or due to staff attrition. All Summit Security staffs will be cross trained so they are also familiar with the security operations at the main campus (47, 53, and 57 Worth Street) and 41 Worth Street. All Summit Security staff reports to on-site supervisor or lead security officers. The Summit Security supervisor, lead security officer, and security officers also reports to the Senior Security Coordinator.

ii. Student Residence

The owner of the student residence has contracted with an outside security company (Liberty Protection Services, Inc.) who provides security officers at the lobby security post (81 East Third Street, 212-228-3018). Supervisory personnel monitor the performance of the officers at this location.

C. Reporting and Monitoring Reports of Criminal Acts

1. Maintenance of Criminal Incident Files

The Assistant Vice President of Security & Safety maintains the files of all reported criminal incidents. All reports created and maintained by the Security Department are not education records, and as such are not subject to protection from disclosure under the Family Educational Rights and Privacy Act. (For a description of this Act, see Footnote 3 on page 2.) Although the Assistant Vice President's records of reported crimes date back to February 1, 1987, the minimum period for record retention is seven years.

2. Crime Reporting Procedures

i. Contacting a security officer

A security officer can be contacted by dialing the respective number below:

TABLE 3- TELEPHONE NUMBERS AT THE MAIN SECURITY DESK

Regarding	On-Campus dialing extension	Contact instructions when calling away from the campus
Main Security Desk- 47 Worth Street		
General Inquiries	4184	212-431-2100 extension 4184
Emergencies Only	2123	212-431-2123

Only contact an officer on extension 2123 regarding a medical, security, or safety emergency.

ii. Contacting the Assistant Vice President of Security & Safety

The Assistant Vice President of Security & Safety can be contacted by dialing extension 2837 on any campus telephone or 212-431-2837 if off campus weekdays during regular business hours. When the Assistant Vice President is not available to answer his telephone, a caller may press 0 (zero) during his voice mail greeting to redirect the call to the officer at the 47 Worth Street security desk. You may also contact him by electronic mail at ghayes@nyls.edu

iii. Contacting others

Any victim or witness of a crime may report an incident to any campus security authority (See Section B. Campus Security Authorities above), or any other law school administrator or faculty member.

D. Response to Calls for Emergency Assistance and/or Criminal Incidents

The security officer who receives a call for assistance will respond to the call and reports this information to his or her supervisor who in turn, during normal operating hours, will alert the Assistant Vice President of Security & Safety. An officer will respond to the call and be followed by a security supervisor who will come to the location and provide the necessary support or assistance.

Whether the crime is one of physical injury or involves personal property, the officer or security supervisor will advise and assist the affected individual in contacting the New York City Police Department. The officer will remain at the location pending the arrival of the Police. At the conclusion of the discussion, or following the actions of the police officers, the supervisor and officer(s) involved will prepare an incident report that they will submit to the Assistant Vice President.

i. Investigation and Response to Violent Felony Offenses

If a violent felony occurs, the most senior security staff person on duty will contact the New York City Police Department for assistance and notify the Associate Dean for Finance and Administration. (If the situation warrants, emergency medical services staff will also be notified.) The security supervisor will direct other security staff to secure the location where the incident took place to preserve possible evidence until the arrival of the Police. All security staff and law school staff will assist the New York

City Police Department with their investigation. The law school community will be notified of this incident in a timely manner. [See Chapter II. Incident Notification and Reports, page 26.] The security staff involved will prepare an incident report (which includes the observations of all witnesses) and submit it to the security supervisor, who in turn will submit this to the Assistant Vice President of Security & Safety.¹⁰

ii. Bias Crimes and Incidents

Although bias (also referred to as hate) crimes are included in the list of reportable crimes on college campuses, it does not provide a complete picture of the problem. This type of crime is generally defined as one in which prejudice (based on race, religion, sexual orientation, ethnicity, or disability) was the motivating factor. The bias can be expressed through conduct, speech, or expression. A crime does not have to occur for an incident to be labeled as bias.

The law school's Human Rights Policy [See Section X. Related Policies and Codes of Behavior. Section B.] describes examples of unacceptable behavior and the actions which will be taken in response to it. There is a variety of law school-sponsored student organizations that host events which provide a forum for expressing differing opinions and views. All events are advertized in the law school's newsletter This Week At New York Law School and there are frequent reminders on the student center electronic bulletin board.

1) Report the crime or incident

Should you experience or witness a bias crime or incident, you are encouraged to report it to a security officer (212-431-2123), the Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837), staff in the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851), a campus security authority, or any law school administrator or faculty member.

Bias crime victims are strongly encouraged to promptly report the crime and law school security staff will advise and assist the affected individual in contacting the New York City Police Department. The law school disciplinary proceedings are independent of criminal or civil proceedings. They may also occur before, during, or after independent proceedings.

iii. Seek support

Seek out support from a friend, family member, staff, or a faculty member. We strongly encourage crime victims to contact staff in the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851). Emotional support is also available through Student Counseling Services (SCS). To schedule an appointment call SCS staff between the hours of 9:00A.M. to 5:00P.M. 24 hour coverage is available in the event you urgently need to speak to someone on the telephone. In both instances, contact SCS staff at 212-935-3030. You should identify yourself as a New York Law School student. SCS is a confidential service located in midtown Manhattan and there is no charge to students. Staff at SCS are not New York Law School employees, and New York Law School does not receive personally identifiable information about individual students.

¹⁰Violent felony offenses are defined in Subdivision 1 of Section 70.02 of the New York State Penal Law to include, but are not limited to, degrees/classes of: murder, manslaughter, kidnaping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc.

TABLE 4- CRIME VICTIM HOTLINES

Organizations	Hotline numbers
Anti-Violence Project http://www.avp.org	24-hour bilingual crime victims' hotline serving New York's Lesbian, Gay, Transgender, Bisexual & HIV Communities 24 Hour Confidential Hotline 212-714-1141
New York City Police Department Special Victims Liaison Squad http://www.nyc.gov/html/nypd/html/db/protect.html	Sex Crimes Hotline 212-267-RAPE (7273)
New York City Police Department First Precinct 16 Ericsson Place (at Varick Street) http://www.nyc.gov/html/nypd/html/pct/pct001.html	212-334-0611 or 9-1-1
New York State Crime Victims Board http://www.cvb.state.ny.us/	Local Victim Assistance Program http://www.cvb.state.ny.us/vaps.htm
Safe Horizon http://www.safehorizon.org/	24-hour Crime Victims Hotline 212-577-7777 24-hour Domestic Violence Hotline 800-621-HOPE (4673) Rape, Sexual Assault, & Incest Hotline 212-227-3000

E. Investigation and Response to the Report of a Missing Student

The law school will provide assistance to the New York City Police Department's investigation of a missing student. Upon being notified of a missing student, the Assistant Vice President or Senior Director of Student Life will first determine whether the student has been attending classes. If the student has not attended any of their assigned classes, the Assistant Vice President of Security & Safety will be informed. The Assistant Vice President will then notify the Commanding Officer at the local police precinct that encompasses the neighborhood where the student resides. At no time will personal information¹¹ on file with the Registrar's office (57 Worth Street, Second Floor, 212-431-2301) be released if a student has completed a form requesting it remain confidential.

F. Law School Photo Identification Card

Students and employees and most contract staff will be issued New York Law School photo identification cards. The identification card must be presented to security officers when entering all law school facilities (and leased office spaces) and must also be presented to the officer before accessing the Mendik Library. All cards (and replacements) are prepared at the Office of Human Resources (41 Worth Street, First Floor, 212-431-2131). A fee may be charged for a replacement card. Card validation is completed at the beginning of the fall and spring semesters for students at the Registrar's office (2nd floor, 57 Worth Street, 212-431-2301) and for faculty and staff at the Office of Human Resources.

¹¹Personal information includes address, telephone numbers, dates of attendance, degrees and honors, date and place of birth, extra curricular activities, and the educational institution most recently attended.

Those students and employees who do not have their identification card must obtain a visitor's pass from the security officer at the 47 Worth Street security desk. You will be asked to present another form of identification at that time. To enable you to easily access the facilities, students and employees should carry *and are encouraged to display* this card at all times.¹²

G. Campus Law Enforcement Policies

The security officers are responsible for ensuring the security and safety of people and property in accordance with the rules and regulations set forth in this annual report. In addition to the policies and procedures described herein, the Assistant Vice President of Security & Safety also issues security advisories. These advisories provide information about special weekday and weekend events or activities; describe special policies and procedures which will be in effect during an event; and provide guidelines in response to other incidents which may arise. The advisories are disseminated by electronic mail to each officer, and a printed copy is provided to each security post reference book.

The security program is designed to prevent criminal activity which could result in injury to people and theft or damage to personal or law school property. The following comprises this program:

1. Security Posts

Security officers are assigned to posts located in the lobbies of 47 Worth Street and 57 Worth Street. The main security desk is located in the 47 Worth Street lobby and there is a security officer on duty at that post 24 hours a day.

Security officers are assigned to posts at the fourth, seventh, and fourteenth floor locations of the Mendik Library at 40 Worth Street. You can contact a security officer by dialing the following extensions:

TABLE 5- TELEPHONE NUMBERS AT THE SECURITY POSTS

Security Posts	On Campus dialing instructions	Contact instructions when away from the campus
<u>47 Worth Street Security Desk</u> General Inquiries	4184	212-431-2100 extension 4184
Emergencies <i>Only</i>	2123	212-431-2123
57 Worth Street	4185	212-431-2100 extension 4185

¹²Free identification card holder and accessories are available at the 47 Worth Street security desk.

Security Posts	On Campus dialing instructions	Contact instructions when away from the campus
<u>Mendik Library (40 Worth Street)</u>		
Fourth Floor	4186	212-431-2100 extension 4186
Seventh Floor	4423	212-431-2100 extension 4423
Fourteenth Floor	4424	212-431-2100 extension 4424

The building management company at 40 Worth Street has a security desk in the lobby where security and fire safety director personnel are positioned. The telephone number at this security desk is 212-227-8332.

2. Inspection Patrol

A patrol of the facilities¹³ is conducted to detect any deficiencies in security or safety conditions, fire hazards, and to ensure that unauthorized persons have not entered the facilities. The patrol program, comprising several small patrols, includes a stop at all floors. Of special interest are the classrooms, the library, cafeteria, lounges, exit stairs, storage rooms, mechanical rooms, and roof areas. An exterior patrol includes a check of all doors and windows, as well as the perimeter of the law school property. A Security & Safety Inspection Report is completed at the completion of each patrol. This Report notes the areas patrolled and any deficiencies in security or safety conditions which were noticed. These deficiencies are reported to staff in the Office of Maintenance & Operations (Office: 57 Worth Street, Room L2, 212-431-2820).

3. Response to Emergency Situations

Security officers have been trained to follow specific procedures when responding to emergency situations, including situations that require fire department and/or emergency medical staff assistance. [See Chapter III. Evacuation Preparedness. and Chapter VI. Medical Response Programs.] The officers are required to report all situations that might result in injury to people, loss or damage to personal and law school property, and all other violations of the law to their supervisor, the Assistant Vice President of Security & Safety, or staff in the Office of Maintenance & Operations.

4. Access Policy

All persons who seek access to the buildings but are not members of the law school community must obtain a visitor's pass from a security officer at the following location:

TABLE 6- WHERE TO OBTAIN A VISITORS' PASS

To Access:	A Visitor's Pass may be obtained at the lobby:
47, 53, & 57 Worth Street and 40 Worth Street	47 Worth Street Security Desk

All visitors will be announced by telephone before they are directed to their destination.

¹³Exterior patrols of the buildings are also conducted each day weather permitting.

Faculty, students, staff, alumni, and other personnel who do not have their law school photo identification card may obtain a Mendik Library day pass from the officer at the 47 Worth Street security desk. This pass will permit the member access to all law school locations.

All visitor passes must be displayed at all times and surrendered to a security officer before leaving the building.

i.) Main campus

Visitors must enter at 47 Worth Street and be screened by the security officer. The person will sign the visitor's log prior to being issued the visitor color pass of the day. This pass will permit the visitor access to the main campus only.

ii.) Mendik Library

Visitors may enter at 220 Church Street and be processed in the same manner as other visitors to this building or they may stop at the 47 Worth Street security desk to obtain a visitor's pass. This pass must be shown to the officer in the lobby of 40 Worth Street and it will permit the visitor to enter the building and the library for that day only. The general public who seeks to access the library must go to the fourth floor library location. The officer at the seventh floor will announce all visitors to the library office areas before the visitor is permitted access.

iii.) Career Services Office and the Bookstore

Visitors who seek access to the Career Services office and the Bookstore will be asked to present a form of photo identification before they are asked to sign in and issued a visitor's pass.

iv.) Offices and other spaces at 40 Worth Street (a.k.a. 220 Church Street)

All visitors who seek access to the Office of Development and Alumni Relations, Purchasing Office, Institute for Information Law & Policy, Information Technology office, clinic office, and Board of Trustees Room may enter at 220 Church Street and be processed in the same manner as other visitors to this building or they may stop at the 47 Worth Street security desk to obtain a visitor's pass. This pass must be shown to the officer in the lobby of 40 Worth Street and it will permit the visitor to enter the building. The officer the fourth, seventh, and fourteenth floors will announce all visitors before she or he is permitted access to these offices and other spaces.

v.) Offices at 41 Worth Street

All visitors who seek access to the Admissions, Financial Aid, and Human Resources Offices may enter at 41 Worth Street. The receptionist will provide access.

vi.) Special Events

The law school hosts many events to which the public is invited. In addition, the classrooms and other public spaces have been rented by federal, state, and local agencies and private businesses. For most special events the general public and members of the law school community are requested to RSVP in advance.

In general, law school staff or outside organization hosts greet visitors at a registration table beyond the lobby of the 47 Worth Street security desk. After a visitor signs in, they are issued a pass that bears their name or the name of the event. (A special visitor pass or company identification card may also be accepted.) If the attendees are few, a list of attendees or visitor passes may be submitted to the officer at the 47 Worth Street security desk in lieu of a separate registration table. The officer will check off the name of the attender or ask the attender to initial near his or her name, before the visitor is issued a pass.

vii.) Family, Friends, and Other Acquaintances

Family, friends, and other acquaintances of faculty, staff, and students are considered visitors. All visitors must enter at the 47 Worth Street lobby to obtain a pass from the officer at the security desk. A visitor is permitted to access the student cafeteria, student lounge, rest rooms, and other public areas without being accompanied by a member of the community. A visitor may not enter other areas unless accompanied by a member of the community.

Students must arrange in advance to meet a visitor at the 47 Worth Street security desk. The visitor will not receive a pass or permission to enter past the lounge area unless the student is there to meet them.

viii.) Messenger & Delivery Personnel

All messenger and delivery personnel who hand deliver or retrieve small packages are instructed upon arrival to report to the 47 Worth Street security desk. They may not enter beyond this point. All personnel who require the use of a hand truck or other device to deliver large boxes are directed to enter at the freight entrance (234 Church Street or the sidewalk freight elevator in front of 53 Worth Street) where they will be met by maintenance, security, or other staff. Both freight entrances are open Monday through Friday 8:00A.M. - 11:30A.M. and 12:30P.M. - 3:30P.M.

At the non campus properties, messenger and delivery personnel are directed to the security desk at 40 Worth Street or the receptionist at 41 Worth Street. The 40 Worth Street freight entrance is located at 159 West Broadway (between Church Street and Thomas Street) and is open Monday through Friday 8:00A.M. - 1200 Noon and 1:00P.M. - 5:00 P.M. Staff at 41 Worth Street receives packages during regular business hours.

ix.) Equipment Service Personnel

All equipment service personnel are required to report to the 47 Worth Street security desk to be announced by a security officer before she or he is given a pass and directed to their destination. At the non campus properties, personnel who seek access to the library and offices at 40 Worth Street may enter at 220 Church Street and be processed in the same manner as other visitors to this building or stop at the 47 Worth Street security desk to obtain a visitor's pass. This pass must be shown to the officer at the lobby of 40 Worth Street before she or he enters the building. The officer on the fourth, seventh, or fourteenth floor will also announce the equipment service personnel before she or he is permitted access. Equipment service personnel may report directly to the 41 Worth Street entrance to access the offices at this location.

5. Command Log

The Command Log is the official daily record of activities and observations of the security officers. It is

used to record the duties performed by the security staff and problems which arise during a security tour.

6. Monitor Security and CityLink Radios

Each officer is provided a security radio so they can communicate with their fellow officers. The security department also has a CityLink radio. This provides indirect communication to the New York City Police Department and a means to receive general and critical information in the event of an emergency. [For a description of the CityWide Disaster Services program see page 23.]

7. Security technologies

Surveillance cameras are located at critical entrances, exits, and corridors. There were also door alarm contacts placed on all floor fire exit doors. The surveillance system was modified to include the space within and adjacent to the Mendik Library following its relocation to 40 Worth Street.

There are many additional devices which also enable the officer at the 47 Worth Street desk and the fourth floor 40 Worth Street security desk to monitor the building entrances (including 41 Worth Street) and other areas. In addition to the surveillance system, the officer at the 47 Worth Street security desk also has: (i.) two-way intercom systems from the freight delivery entrance and passenger elevators; (ii.) electric door lock releases at the disabled persons entrance and freight delivery entrance; (iii.) area door alarm systems installed on select floor and exterior exit doors; and (iv.) a first floor perimeter door alarm system.

There are card access readers at both entrances to the 40 Worth Street building. In addition to these entrances, there is a card access reader at the seventh floor, south reading and study room area of the Mendik Library. The law school photo identification cards are programmed to permit the holder to activate the card readers at these entrances.

8. Identification Card

See Section F [[Law School Photo Identification Card](#)] on page 14.

9. Incident Report

An Incident Report Form provides a written documentation of any unusual personal or property occurrence. A copy of the report form is included as Attachment B. See page 87.

10. Property Removal Pass

Before law school property may be removed from the main campus and off campus properties, a Property Removal Pass must be presented to the officer at the 47 Worth Street security desk. A supervisor or department head must sign this form authorizing the removal of the property. [A copy of this pass is included as Attachment C. See page 89.] Original copies of this pass are available from the officer at the 47 Worth Street security desk or from the Office of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837).

11. Employment and Training

On December 17, 2004, the Private Security Officer Employment Authorization Act was signed into law

as a portion of the broader National Intelligence Reform Act. The Private Security Officer Employment Authorization Act will provide employers in the security industry indirect access to the criminal histories of employees and applicants without jeopardizing the privacy of employees and applicants. This legislation will incorporate the existing New York State Security Guard Act of 1992 and provide guidelines for those states that do not have security guard employment regulations.

i. New York State Security Guard Employment Policy

a) Security Guard Act of 1992 and Pre-Assignment Training Course

The Security Guard Act of 1992 [New York State General Business Law Article 7 Private Investigators, Watch Guard, and Patrol Agencies] which became law on January 1, 1994, mandate rules governing the registration, training, and employment of private security officers in New York State. The New York State Department of State, Division of Licensing Services, regulates security guard employers, maintains a registration program for security guard employees, approves security guard schools and instructors, and maintains a Security Guard Registry and Enforcement Program.

The Department of State conducts federal background checks on all security guard registration applications in addition to in state criminal offenses. Security guard employers will be receiving notification of, and the Department will be in a position to act upon, criminal information recorded out of state. The Department of State provides security employers with the results of state criminal checks within a two to three-week period after submission to the Division of Criminal Justice Services. The Department of State will receive information from the Federal Bureau of Investigation within six to twelve weeks after submission.

All security guards who seek employment must complete an eight-hour pre-assignment training course at a New York State, Division of Criminal Justice Services, Security Guard Program licensed school. This course includes discussions on the role of a security guard, legal powers and limitations (the code of criminal procedure and penal law), response to emergencies, communications and public relations, access control, ethics, and conducts. Upon successful completion of a written examination, the guard is issued an Eight-Hour Pre-Assignment Training Course for Security Guards certificate which will enable her or him to seek employment as a security guard.

The candidate would submit the certificate to an employer as proof of completing the required pre-employment training. The applicant would then complete the New York State, Division of Licensing Services application for employment and submit a finger print card for processing through the New York State, Division of Criminal Justice Services. An employer would conduct an employment background check as far back as five years to confirm the information noted on the application. The employer would review these materials and then contact the Division of Licensing Services to request permission to offer employment. A conditional approval for hire is extended pending state review of the application items. Following a review of the submitted items and a criminal background check, the Division of Licensing Services will make a final decision on the fitness of the candidate to perform as a security guard.

Although they are New York Law School employees, the security staff will be issued, and are required to display, a photo identification card issued by the Division of Licensing Services. This identification card is valid for a two-year period.

b) 16 Hour Class

Within 90 days of hire, a new security officer must complete an additional sixteen hour on-the-job training program at a Security Guard Program licensed school. This program includes a discussion of topics raised in the eight hour class and unique law school post responsibilities, policies, and procedures.

c) Annual Class

On or about the anniversary date of hire, all security officers are required to complete an annual training program which includes topics raised in the eight and sixteen hour classes and special law school post responsibilities, policies, and procedures. The annual class for all full-time staff was held on June 14 and August 5, 2006.

ii. Security Staff Training Programs

a) Security Department New Hire Orientation & Initial Work Assignment

On the first day of employment, a new contract security officer meets with the Assistant Vice President of Security & Safety and is presented with a copy of the most recent annual report. The Assistant Vice President recaps the law school security guidelines. He also answers any questions the officer might have about his or her duties and responsibilities.

The new employee then meets with the Senior Security Coordinator who takes him or her on a tour of the facilities. There are further discussions about the security guidelines (with an emphasis on Evacuation Preparedness) and the duties and responsibilities of the security officer. The employee is then assigned to each security post (with a fellow security officer) as well as conduct patrols of the facilities. This provides the new officer an opportunity to observe security guidelines and the day-to-day activities of the law school community. When she or he has sufficient knowledge of the security guidelines, she or he will be assigned to a post and/or conduct a tour unaccompanied by a fellow officer. It generally takes approximately three months for a new employee to obtain an in-depth knowledge of the physical plant and the security policies and procedures.

b) Department Customer Service Initiative

Beginning this past April 1, 2006 the department began an initiative which highlights the topics raised in the formal customer service and workplace harassment prevention classes. The department focuses on one of the many topics each week. A sample of the issues highlighted are maintaining a positive attitude, verbal communication skills, acknowledging others, listening skills, telephone skills, and how to handle challenging situations. The supervisory personnel discusses each topic with the officers under his or her command and with his or her supervisor.

c) Other Training

Several members of the security staff attended a quarterly training class offered by CityWide Disaster Services, Inc. The training class discussed crime prevention techniques and provided instruction on the features and rules for operating the CityLink radio. [For a description of CityWide Disaster Services, Inc., see page 23.]

12. Arrest Power/Relationship to Police Department

Security officers are governed by the New York State Criminal Procedural Law, New York State Penal Law and the Security Guard Act of 1992. Although security officers, like all citizens, can make arrests, their powers are much more limited than police officers. Security officers may make arrests only for the following: (i.) a felony when there is substantial evidence the person has "in fact" committed such a felony, and (ii.) any offense when there is substantial evidence the person has in fact committed such offense in the officer's presence. Security officers are not permitted to carry firearms, handcuffs, night sticks, or any other instrument that is commonly used by law enforcement personnel to forcefully effect an arrest. When necessary, the security officers will call for the assistance of the New York City Police Department.

13. Staff Meetings

The Assistant Vice President of Security & Safety held meetings with the security staff to provide a forum for discussion of security policies and procedures and an opportunity for continuing education. The June 7, 2006 meeting featured a discussion by the Assistant Vice President of Security & Safety which focused on current and upcoming changes in the department following the addition of Summit Security Services and the relocation of the entire Mendik Library to 40 Worth Street. He also discussed the upcoming start of the building program.

The Senior Security Coordinator held monthly meetings with the security supervisors where he discussed important security policies and procedures and department operations. He has also held similar meetings with the assistant security supervisors.

H. Assistant Vice President's Activities

1. Overview

The Assistant Vice President hosted personal safety education programs with assistance from the Office of Student Life, student organization group members, and police officers from the New York City Police Department's Special Victims Liaison Unit and First Precinct Crime Prevention Division. [See Chapter VII. Personal Safety and Substance Abuse Education Programs.]

2. Professional Affiliations

Since 1987, the Assistant Vice President has been an institutional member of the National Fire Protection Association (NFPA). The NFPA is recognized throughout the world as the leading authoritative source of technical information, data, and consumer advice on fire protection and prevention. The NFPA sponsors the annual National Fire Prevention Week which is annually acknowledged during the week of October 9.

The Assistant Vice President has been an institutional member of the International Association of Campus Law Enforcement Administrators (IACLEA) since 1992. IACLEA was formed in 1958 and its current membership includes more than 980 colleges and university campus directors from the United States, Canada, Australia, Europe, and elsewhere. The organization provides information to its members about campus security issues and problems. A list serve discussion group also provides information about the organization, campus security legislative updates, and also enables members to post questions about campus security issues.

The Assistant Vice President is also an institutional member of the American Society for Industrial Security (ASIS). ASIS is dedicated to increasing the effectiveness and productivity of security practices by developing educational programs and materials that address broad security concerns.

The Assistant Vice President is also the institutional representative of a newly created initiative of the New York City Police Department- NYPD Shield. The NYPD Shield is a partnership between public and private security personnel where both can share information about counter-terrorism efforts.

On Friday, March 10, 2006, the Assistant Vice President attended a meeting of the Emergency Information Access Group (EIAG) at the New York City Office of Emergency Management (OEM). The EIAG is a consortium of 10 private universities in New York City who communicate in real-time, pertinent information from the OEM Emergency Operations Center to the consortium and vice-versa. The members are also able to share real time information and up-to-the-minute information about incidents as they unfold through electronic mail.

I. Interaction with Local Law Enforcement

1. CityWide Disaster Services, Inc. (CDS)

This past December 31, 2005, the Association for A Better New York closed the Operation Interlock Program. The law school participated in this program since 1992, and it was an important component of our security program because it enabled the staff to have direct access to the New York City Police Department. The New York City Police Department ended the program because (1) the department made changes which improved the 9-1-1 system and (2) it was impossible to dedicate manpower to monitor the system 24 hours a day.

CityWide Disaster Services, Inc. (CDS), a not-for-profit organization founded in 1973, has created a new program which mirrors the services that were provided by the former Operation Interlock Program. CDS will administer the function of responding to a participant's call under the newly structured network called CityLink. At this time the network provides coverage to Manhattan, Queens, and Brooklyn. As with the former Operation Interlock Program, participants will be able to use their existing radio to report anything they might otherwise report to 9-1-1. Trained dispatchers respond to all radio calls, relay transmissions to local area police, and track and log all communications. The law school enrolled in the CityLink portion of the program effective March 1, 2006.

The radio frequency, entitled CityLink, provides periodic bulletins and real-time information gathered from law enforcement, public safety, transportation, utility and coast guard personnel. The CDS has received authorization from the Office of Homeland Security to utilize Government Emergency Telecommunications Services.

2. Area Police/Private Security Liaison Program absorbed by NYPD Shield

Since 1992, the Assistant Vice President of Security & Safety has been a member of the Area Police/Private Security Liaison (APPL) Program. Members include the First Precinct and security department representatives from other neighboring companies. APPL holds monthly meetings where discussions focus on crime incidents in the neighborhood, special programs to prevent and reduce crime, and crime prevention programs provided by the various uniformed

police agencies.

The APPL staffs have provided advance information about traffic problems, planned demonstrations, wanted photographs and sketches, crime prevention suggestions, and crime patterns. The APPL Program also has an internet-based system which enables members' department staff and institutional members to share security tips, concerns, and advisories.

On May 30, 2006, the New York City Police Department's Counter Terrorism NYPD Shield program absorbed the APPL Program. NYPD Shield is a partnership between public and private security personnel where both can share information about counter-terrorism efforts as well as the services former provided by APPL.

3. Special Events

The Assistant Vice President also worked with various representatives from the city, state, and federal police authorities in planning and coordinating security at the following special events:

- New York State Attorney General Eliot Spitzer policy announcement on Thursday, February 9, 2006
- The Honorable Stephen G. Breyer, Associate Justice of the United States Supreme Court appearance at the Sidney Shainwald Public Interest Lecture on Tuesday, May 2, 2006.
- The Honorable Douglas H. Ginsburg, Chief Justice of the United States Court of Appeals for the District of Columbia Circuit at the Fifteenth Annual Communications Policy Lecture on Thursday, June 22, 2006.

J. Advisory Committee

The Health, Safety, and Access Committee comprises students, faculty, and staff volunteers who evaluate existing and recommend new health, physical safety, and accessibility policies. Appointments to the committee are for the academic year.

K. Lost and Found

The Office of Security & Safety maintains the Lost and Found. All personal property found by security officers or maintenance staff, or turned in by other members of the community, is held in the Assistant Vice President's office (Lower Level, 57 Worth Street, Room L2, 212-431-2837). A periodic reminder of items returned to this office is included in This Week At New York Law School (a weekly law school electronic newsletter) and postings on the student center electronic bulletin board. If the item can be identified, an electronic mail is sent to the owner alerting them of its return to the lost and found.

You are advised to check your immediate surroundings for all personal property before you leave an area. If you find property, which was left behind by another person please give it to a security officer. The officer will forward the item to the Lost and Found.

All unclaimed property is forwarded to the Office of Student Life at the end of the semester. The text books are given away to students on a first come, first served basis at the beginning of the following semester. All other items are discarded or donated to social support organizations.

II. INCIDENT NOTIFICATION AND REPORTS

A. Timely Warning Notification

Following a report of a crime to the Office of Security & Safety, the Assistant Vice President is required to notify the law school community about the incident. The hope is that by providing a timely warning, the community will be alerted of the crime and can take steps to prevent a similar crime from occurring.

These announcements and other information highlighting specific security concerns, including guidelines on maintaining a safe and secure environment, were included throughout the year, as appropriate, in editions of This Week At New York Law School. If a significant threat to the security or safety of the community arose, a notice would be posted on the student center electronic bulletin board, at the entrances to each building, and a system wide voice mail alert and/or electronic mail alert would also be employed.

Though not required but in keeping with the guidelines of the timely warning notification, the Assistant Vice President has also notified the community of incidents which take place within close proximity to the law school campus and non campus locations.

B. Campus Crime Log

The law school's Campus Crime Log lists all crimes (including date, time, location, nature, and disposition) reported to the Office of Security & Safety during the current reporting period. This public Log is maintained by the Assistant Vice President of Security & Safety and is available for inspection weekdays during regular business hours. (A copy of the Log form is included as Attachment D. See page 90.) The Office of Security & Safety's internet version of this Log can be found at the department's web-site <http://www.nyls.edu> and it is entitled "Reported Crimes" under the section Crime Information.

Crime statistics must be reported in accordance with the definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) System and presented by the following geographical locations: (i.) on campus property, (ii.) non campus property, and (iii.) public property.¹⁴ The Campus Crimes Statistics Act requires crime statistics be reported for public property that is reasonably contiguous to the law school.

Entries to the Campus Crime Log must be made within two business days of the report of the incident. The only instance where information would be withheld is where the information could jeopardize an ongoing criminal investigation or pose a threat to the safety of an individual, could cause a suspect to flee or evade detection, or result in the destruction of evidence.

C. How to Obtain Crime Statistics Reported to the Office of Postsecondary Education

All federally funded public and private colleges and universities are required to annually report crime statistics by October 1 to the Office of Postsecondary Education of the United States Department of

¹⁴For definition of these categories see Chapter I. Security Operations. Section A. The Campus. on page 6.

Education. The Assistant Vice President of Security & Safety annually submits this information on or just after September 1. You can view the campus crime statistics reported to the Office of Postsecondary Education at their website <http://www.ope.ed.gov/security/>

D. Crime Statistics

1. On-Campus & Non-Campus Properties

As indicated in the Introduction to this report, the Clery Act requires the distribution of an annual report which contains statistical information on certain crimes that occur on-campus. [See Introduction, Section B. Amendments to the Campus Crimes Statistics Act and Proposed Legislation, for the list of crimes which must be reported and see Chapter I. Security Operations, Section A. The Campus, for a definition of on campus properties.] Statistics are reported for all times of the day (not excluding the times outside of Monday through Friday regular business hours or the times the law school is officially closed).

Although the Clery Act’s first required reporting period began on September 1, 1992, this and all earlier reports have included statistics beginning with the 1989 - 1990 academic year. Beginning with the Eleventh Annual Report, statistics have also included reported incidents as far back as February 1, 1987 (when the Assistant Vice President assumed this position). See Attachment E on page 91 for statistics of all prior reporting periods.

Table 7 below lists reported on-campus crime statistics for the period of September 1, 2005 through August 31, 2006. Only crimes of larceny and aggravated assault were reported during this period. Although larceny is not on the list of required reportable annual crime statistics, these crimes have been included since the first required reporting period.

TABLE 7- TOTAL REPORTED CAMPUS CRIME STATISTICS
(September 1, 2005 - August 31, 2006)

Crime Categories	Date & Time of Offense	Location (Building)	Description of Crime
<u>Campus Property:</u> 47, 53, and 57 Worth Street and 240 Church Street No reported crimes.			
<u>Non-Campus Property:</u> 40 & 41 Worth Street No reported crimes.			
<u>Non-Campus Property:</u> Student Residence- 81 East Third Street No reported crimes.			
<u>Public Property:</u> Sidewalks No reported crimes.			

Crime Categories	Date & Time of Offense	Location (Building)	Description of Crime
<u>Public Property: Parking Lot (Including Bicycles)</u> No reported crimes.			
Grand Total			0

2. Public Property

a) Campus Vicinity

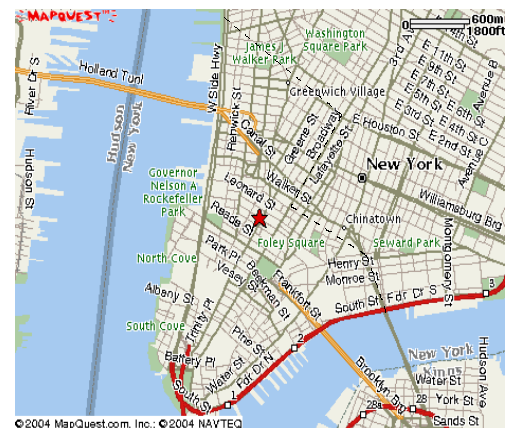
The Campus Crimes Statistics Act requires statistics be reported for all public property that is reasonably contiguous to the law school campus. By definition, this includes the public sidewalks, streets, public open spaces, and/or parking lots adjacent to the law school facilities. Specifically, the reasonably contiguous area near the law school facilities comprises the sidewalks adjacent to and across the following streets (See also Illustration 3- Assembly Area on page 29):

North- Leonard Street
 South- Worth Street
 East- Church Street
 West- West Broadway

Public Property Crime Statistics are provided from the New York City Police Department. This information is compiled by Precinct, and the law school is located within the First Precinct. The First Precinct comprises a one square mile area bordered by the following:

ILLUSTRATION 2- NEW YORK CITY POLICE DEPARTMENT FIRST PRECINCT BOUNDARIES

North West Houston Street to Broadway & Broadway to Franklin Street
 South Battery Park/Upper New York Bay
 East Along Broadway (between West Houston Street and Franklin Street) & East River
 West Hudson River



Legend Dash Line- First Precinct outline
 Red Star- NYLS

Current statistics for this Precinct can be found at the following web-site:
<http://www.nyc.gov/html/nypd/pdf/chfdept/cs001pct.pdf>

b) Residence Vicinity

The Campus Crimes Statistics Act requires statistics be reported for all public property that is reasonably contiguous to the law school residence. By definition, this includes the public sidewalks, streets, public open spaces, and/or parking lots adjacent to the law school facilities.

Specifically, the reasonably contiguous area near the law school residence comprises the sidewalks adjacent to and across the following streets:

North- Fourth Street
South- Second Street
East- First Avenue
West- Second Avenue

Beginning with this reporting period, Public Property Crime Statistics are provided from the New York City Police Department. This information is compiled by Precinct, and the law school residence is located within the Ninth Precinct. The Ninth Precinct comprises a three-quarter square mile area bordered by the following:

ILLUSTRATION 3- NEW YORK CITY POLICE DEPARTMENT NINTH PRECINCT BOUNDARIES

North 14th Street
South East Houston Street
East Broadway
West East River

<u>Legend</u>	Dash Line- Ninth Precinct outline Red Star- NYLS Residence
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Current statistics for this Precinct can be found at the following web-site:
<http://www.nyc.gov/html/nypd/pdf/chfdept/cs009pct.pdf>

E. Other Incidents

For the period of September 1, 2005 through August 31, 2006, no criminal incidents, other than those outlined in Section C., Section 1. were reported.

III. EVACUATION PREPAREDNESS

The following evacuation guidelines were developed with assistance from the law school's emergency response consultant (Quality Fire-Protection Consultants, Inc.) and in compliance with all local building codes and fire department laws. These guidelines apply to all buildings directly owned by the law school (47, 53, and 57 Worth Street) and they are also used as guidelines for law school occupants at 41 Worth Street. The building management at 40 Worth Street has developed the emergency response guideline which covers all law school staffs whose offices are at that location. A description of both response guidelines is provided below. Unless noted otherwise, the guidelines apply to the main campus (including 41 Worth Street) and 40 Worth Street. There is also a general description of the emergency evacuation procedures in place at the student residence.

A. Proposed Federal Campus Fire Safety Right-To-Know Act

The United States Senate (S. 2493) and the House of Representative (H.R. 2637) is currently considering the Campus Fire Safety Right-To-Know Act. This legislation would require colleges and universities to provide fire sprinkler systems, or other fire suppression or prevention technologies, in public and private college and university housing, including fraternities and sororities. This legislation would also require educational institutions to document incidents of fire and related structural damage, injuries or fatalities, as well as the activation of fire alarm and suppression systems in college buildings, particularly student housing.¹⁵

Beginning with the law school's Ninth Annual Report of Campus Security Policies and Procedures, information about evacuation drills, fire alarm system facts, emergency evacuation guidelines, and other related information has been included in this annual report. This information was included to help educate and raise personal awareness of fire safety and to provide emergency response information to current and prospective members of the law school community.

1. False alarms

Beginning with the Thirteenth Annual Report of Campus Security Policies and Procedures, information about the number of false alarms was also included in this annual report. At the law school main campus (47, 53, & 57 Worth Street) there was a total of four false alarms during this reporting period. These false alarms were caused by building service personnel. There was one reported false alarm at 40 Worth Street and no reported false alarms at 41 Worth Street this reporting period.

B. Evacuation Guidelines

The evacuation guidelines at the main campus (including 41 Worth Street) differ from those in place at 40 Worth Street. The guidelines for both locations are noted below.

1. Assembly area

¹⁵ A description of the proposed legislation can be found at the following web-site:
<http://www.campus-firewatch.com/resources/hr2683fed.html>

i. Main Campus

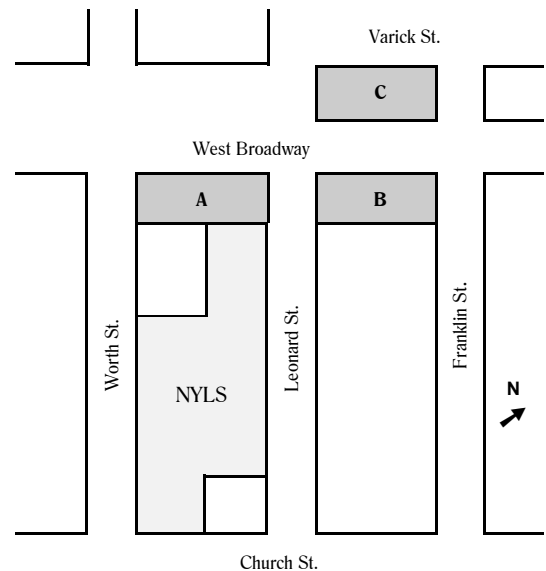
If you are instructed by the fire safety director to evacuate the buildings, upon arriving at the sidewalk, walk to and gather at the assembly area. The assembly area is the only location where you should go after you evacuate the building. Meeting at the assembly area will further enhance the safety of the community following an evacuation of the buildings by:

- 1) eliminating street crossings at the busy vehicular intersections along Church Street.
- 2) relocating further away from the law school buildings.
- 3) identifying one location where the community can meet and obtain additional safety information or instructions.

So remember, after you exit the buildings, you *must not* cross the streets. You must walk west on the sidewalks to the Assembly Area.

ILLUSTRATION 4- ASSEMBLY AREA

- Legend
The assembly area (shaded) comprises the following sidewalks along West Broadway:
- A** On the same block as the law school (between Worth Street and Leonard Street);
 - B** Between Leonard Street (one block north of Worth Street) and Franklin Street; and
 - C** Surrounding the Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north).



ii. 40 Worth Street

If you are instructed by the fire safety director to evacuate the building, upon arriving at the sidewalk, cross to the opposite side of the street. Do not attempt to cross mid-block. Always cross at the walk area with the traffic signal. Do not stand in front of or on the sidewalk bordering the building.

iii. 41 Worth Street

See Section i. [Main Campus] above.

2. Volunteers to assist Disabled Persons

Instead of relying solely on the Fire Wardens as his or her primary person for evacuation assistance, the disabled person will identify volunteers (in advance) who will provide assistance during a drill or emergency evacuation. A meeting will be scheduled with each disabled person to discuss the evacuation plan, and to incorporate any additional assistance which may be needed. This guideline will apply to all disabled persons whether members of the community or outside visitors.

C. Disabled Persons Evacuation Guidelines

Some disabled persons¹⁶ may require assistance during an emergency evacuation of the buildings. What follows is a description of the Evacuation Plan and how disabled persons should respond during an evacuation drill or emergency evacuation.

1. Do you need assistance?

The first step is determining whether you would need assistance during an evacuation of the buildings. The elevators will not be available, so only the stairs may be used as a means of egress. If you answer *Yes* to one of the following questions, you should consider contacting staff in the respective office in the table below to request evacuation assistance:

- 1) Do you have a physical condition which would prevent you from walking down stairs?
- 2) Are you a person who is visually impaired?
- 3) Are you a person with a speech or hearing impairment?

TABLE 8- REQUEST FOR EVACUATION ASSISTANCE

Students	Office of Student Life 5 th floor, 57 Worth Street 212-431-2851
Faculty & Staff	Office of Human Resources 41 Worth Street, First Floor 212-431-2131

Should your need for evacuation assistance change, please notify the same staff.

2. Evacuation Plan

The next step is seeking volunteers who would provide assistance during an evacuation. A minimum of two (2) persons should be identified. The Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837) will then schedule a time to discuss the features of the evacuation plan with the disabled person and their volunteers. In addition to this plan, the security staff will be provided class information (students)¹⁷ or office location (faculty and staff) so that they are aware of your possible whereabouts each day. This information will be

¹⁶For the purpose of definition, a disabled person is someone with the following temporary or permanent condition: (1) has a condition that would impede their walking down stairs during an evacuation; (2) who without the assistance of another person would have difficulty relocating to a safe rescue area or evacuating to the street level; (3) who when walking the stairs could slow down the evacuation of other occupants.

¹⁷ A disabled student should have volunteers from each class she or he attends and outside class situations.

contained in an Evacuation Assistance Chart which is held at the 47 Worth Street security desk and the 40 Worth Street lobby security desk.¹⁸

3. Visitors

Disabled persons who are visitors to the law school will also require evacuation assistance. When you are planning a special event in which outside visitors will be in attendance, you should ask whether anyone would require assistance during an emergency evacuation of the buildings. If they answer *Yes*, ask what type of assistance they would require. After you have this information, contact the Assistant Vice President of Security & Safety. The Assistant Vice President will review the Plan with the said individual, the host of the event, and all security staff on duty. Please notify the Director with this information in advance of the event, and remember to include the following details: (i.) the date and time the event will be held, (ii.) the room(s) reserved, and (iii.) any other pertinent information.

4. Response during an evacuation drill

i. Main campus

During an evacuation drill, disabled persons should *not* evacuate the floor. Instead, they should respond in the following manner. One of the assigned volunteers must notify the Fire Safety Director by use of the floor warden station. The station is the red box located near the main elevators (in B building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. She or he must note the building, floor, and stair alphabet location where the disabled person would be relocated if it were an actual emergency.

The volunteer should then show the disabled person the door which leads to this location. *There is no need to enter the stair or attempt to evacuate the person during a drill. Entering the stair to go to the safe rescue area or to evacuate the floor should only be undertaken when the Fire Safety Director tells you to evacuate the building during a non drill situation.* Finally, the volunteer(s) and the disabled person should use the remainder of the drill time to review the Evacuation Plan.

ii. 40 Worth Street

During an evacuation drill all disabled persons will report to the floor elevator lobby to receive instructions from the fire safety director. Unless otherwise instructed, do not evacuate the floor.

iii. 41 Worth Street

During an evacuation drill all disabled persons will report to the reception area. Unless otherwise instructed, do not evacuate the building.

5. Response during an emergency evacuation

There are two options which are available to disabled persons upon being notified of an emergency evacuation: (i.) relocate them to a Safe Rescue Area until the arrival of fire department personnel to assist with their evacuation, or if danger is near (and with assistance from others), (ii.) evacuate them to the sidewalk level.

¹⁸This information is retained in a confidential matter and is only available to security officers or fire department response personnel.

i. Relocation to a Safe Rescue Area¹⁹

1) Main campus

When instructed by the Fire Safety Director to begin an evacuation of the buildings, a volunteer must notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near the main elevators (in the 53 (B) building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the building, floor, and stair alphabet location. You must notify the Fire Safety Director because during an actual emergency she or he would notify the fire department personnel upon their arrival to the building. Upon being provided this information, fire department personnel would respond to your location to assist with the evacuation.

2) 40 Worth Street

When instructed by the Fire Safety Director to begin an evacuation of the buildings, a volunteer must notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near janitor's closet and the passenger elevator bank. To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the floor and stair alphabet location (the preferred stair is Stair D which has the fire tower). You must notify the Fire Safety Director because during an actual emergency she or he would notify the fire department personnel upon their arrival to the building. Upon being provided this information, fire department personnel would respond to your location to assist with the evacuation.

3) 41 Worth Street

During an emergency evacuation drill all disabled persons will evacuate the building by using either the main entrance (41 Worth Street) or the fire exit in the 39 Worth Street portion of the building. Evacuation assistance will be needed if the 39 Worth Street exit is used (see the instructions in the following section).

ii. Immediate Danger: Evacuation with assistance from others

If the danger is near, the evacuation volunteers should request help from other floor occupants to assist with evacuating a disabled person to the sidewalk level. To prevent injury to others, allow those who do not require assistance to exit before evacuating the disabled person.

Although volunteers have been identified in advance to provide assistance to a disabled person, they may also need additional assistance with this effort. If you are asked to assist, please respond as requested.

6. Evacuation of visual or hearing challenged persons

¹⁹A Safe Rescue Area is a stair landing that is separated from the building by greater fire-resistive construction. The vertical exit stair ends at the ground floor which provides an exit route to outside the building. In the law school buildings the safe rescue areas are the stair landings (noted by the alphabet). The suggested landing are: 47- Stair A; 53- Stair C, & 57- Stair B.

Visual and hearing challenged persons also have special needs which must be considered during an emergency evacuation.

i. Visual

The following special considerations apply to persons who have visual impairments:

- Do not grasp a person's arm without first asking if they would like assistance. This act will disorient a visually impaired person. If they welcome your assistance, extend your arm to them (they will grasp it). Providing direction is very important if there is a crowd or obstruction in the area.
- When you are walking, give a verbal description about the evacuation route, using estimated distances and directional terms. For example, note an upcoming change in direction (there is a right turn about ten feet ahead) or other important information (move to the left, the wall juts out about five feet ahead).

ii. Hearing

The following special considerations apply to all persons who have a hearing impairments:

- Face the person when you speak to them. Speak clearly and tersely while you describe the situation.
- To attract their attention, touch them or use eye contact.
- Gestures are helpful, but be prepared to write down your comments if the person does not seem to understand what you are saying.
- Offer visual instructions (e.g., by pointing toward exits or a lobby evacuation map) in guiding the person to the safest exit.

D. Response to an Alarm

Knowing how to respond following the sound of the fire alarm will help assure an orderly and safe evacuation of the buildings.²⁰

1. Know all available exits

Posted on the wall near every elevator is an egress sign. The sign denotes your present location [a red circle with the words- *You are here*- written in white letters; See Attachment F on page 94 for a sample of this sign]. Every stair and elevator (noted by the letter *X* enclosed in a square) is identified by a letter of the alphabet. A sign which notes the alphabet designation is mounted on the floor and stair side face

²⁰Evacuation guidelines for the offices at 40 Worth Street are prepared by that building's management company. New York Law School staff whose offices are at that location will follow the building's guidelines.

of the stair door. (A sign which notes the floor is also mounted on the stair side face of this same stair door.) The stair is also identified by an illuminated sign above it with the word *Exit* in red letters.

Please study this map while you are waiting for the elevator. During an evacuation you should use *all* available stairs- not only the one you commonly use. Although some of the stair doors above lobby level and all emergency exits at the lobby level are equipped with panic alarm hardware and are not normally used, you may exit through these doors during a drill or emergency evacuation.

2. Response Staff

Posted on the wall near or above the egress map is the Evacuation Drill and Assignment Chart. (See Attachment G on page 95 for a sample of this chart.) This Fire Department required sign notes in addition to the building address, floor, and fire department contact number, the Fire Safety Directors, assigned floor Fire Wardens, Building Evacuation Supervisors, Fire Brigade, role of the Faculty, location of exterior assembly area, and abbreviated disabled persons and general evacuation guideline reminders. At 40 Worth Street this sign is located on the corridor side of the fire exit stair door.

3. When the alarm sounds...Await instructions from the Fire Safety Director

For the main campus, each building has an independent alarm system (the 47 and 53 buildings are combined into one system). When the alarm sounds, it will only be heard within the building where it sounds, and not throughout all law school buildings. The 40 Worth Street building has one central Class E alarm system.

After the alarm sounds, the Fire Safety Director will report to the lobby command panel to determine which detection or suppression device, or pull station was activated. If a floor Fire Warden does not notify the Fire Safety Director (using the floor warden station), the Fire Safety Director will dispatch one of the security officers to the location where the detector was activated. The Fire Safety Director will silence the alarm and inform you of the location and status of the problem by use of the public address system. She or he will also indicate if you need to begin to evacuate the building.

4. How to Respond

i. Evacuation Drill

a) Main Campus

An evacuation drill is an opportunity to test your knowledge of the evacuation plan and how to exit from the building during an emergency. It is important for you to respond when instructed by the Fire Safety Director. New York City Fire Department Fire Prevention Directive 9-64 requires that colleges and universities conduct three drills during the academic year.²¹ At the main campus, evacuation drills will be conducted once during each fall and spring semester, and once during the summer semester. Drills were conducted on Wednesday, September 28, 2005, Wednesday, April 5, 2006, and Wednesday, June 7, 2006.

²¹Fire Prevention Directive 9-64 (Revised) November 14, 1980, Chapter 13 The objective of the drill is to train students so that they will be able to leave the building in the shortest possible time and without confusion or panic. One drill must be held between September 1 and December 1, one during the summer period, and one after hours where sleeping accommodations are provided.

The Fire Safety Director begins the drill with an announcement over the public address system. She or he will then activate the alarms. During the drill all stairs (not only a familiar stair) and all first floor doors (not only the main entrance doors) may be used to exit the building.²² Noted below are instructions which describe how you should respond. The Fire Wardens²³ will be there to provide directional assistance.

- 1) Do not panic- remain calm. Follow the instructions of the Fire Wardens and faculty members.
- 2) Close your office door and close all other doors behind you. Then proceed to the nearest stair and exit the building. **Do not run and do not use the elevators as a means to exit the floor!**
- 3) Disabled persons' evacuation assistance
See Section C. Disabled Persons Evacuation Guidelines above.
- 4) Meet at the Assembly Area
After you exit the building, you must walk toward West Broadway and gather along the sidewalks near this location. The assembly area comprises the sidewalks along West Broadway: (i.) on the same block as the law school (between Worth Street and Leonard Street), (ii.) between Leonard Street (one block north of Worth Street) and Franklin Street, and (iii.) surrounding the triangular Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north). The assembly area is the only location where you should go after you evacuate the building.

So remember, if you are instructed to evacuate the buildings (an emergency evacuation or an evacuation drill), always gather at an assembly area on West Broadway. *Do not stand in front of the law school buildings, do not cross at the Church Street corners, and do not stand in the street.* Please follow the instructions of the security officers and fire wardens.

- 5) The security staff will signal when you may return to the building.

Your cooperation is important because each drill is a test of the evacuation program. Please forward all comments or questions following each drill to the Assistant Vice President of Security & Safety at ghayes@nyls.edu

b) 40 Worth Street

During an evacuation drill all persons will report to the floor elevator lobby to receive instructions from the fire safety director. Unless otherwise instructed, do not evacuate the floor. Drills were conducted annually during the months of December and June.

c) 41 Worth Street

See Section a) [Main Campus] above.

²²Although several stair and street level exit doors are equipped with panic alarm hardware, you are only permitted to exit through these doors during a drill or actual emergency evacuation of the buildings.

²³Fire Wardens are non-security staff volunteers (trained by the Fire Safety Directors) who monitor the evacuation of the floor.

ii. Emergency Evacuation

a) Main Campus

Await instructions from the Fire Safety Director. If directed, all occupants must exit the building by using *all available stairs- not just a favorite stair-* and *all available doors at sidewalk level- not just the main entrance* when instructed by the Fire Safety Director or the floor Fire Warden.

- 1) Do not panic- remain calm. Follow the instructions of the floor Fire Wardens and faculty members.
- 2) Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. **Do not run and do not use the elevators as a means to exit the floor!**
- 3) Disabled persons' evacuation assistance
See Section C. Disabled Persons Evacuation Guidelines above.
- 4) Meet at the Assembly Area
After you exit the building, you must walk toward West Broadway and gather along the sidewalks near this location. The assembly area comprises the sidewalks along West Broadway: (i.) on the same block as the law school (between Worth Street and Leonard Street), (ii.) between Leonard Street (one block north of Worth Street) and Franklin Street, and (iii.) surrounding the triangular Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north). The assembly area is the only location where you should go after you evacuate the building.

In an actual emergency do not wait to collect personal property. Begin evacuating the floor when directed. Mounted on the wall of every classroom, computer room, study room, and other public common areas is a copy of the Emergency Evacuation Guidelines. (See Attachment H on page 96 for a sample of this sign.) Please review this information periodically.

b) 40 Worth Street

Await instructions from the Fire Safety Director. If directed, all occupants must exit the building by using *all available stairs- not just a favorite stair-* and *all available doors at sidewalk level- not just the main entrance* when instructed by the Fire Safety Director or the floor Fire Warden.

- 1) Do not panic- remain calm. Follow the instructions of the floor Fire Wardens.
- 2) Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. **Do not run and do not use the elevators as a means to exit the floor!**
- 3) Disabled persons' evacuation assistance
See Section C. Disabled Persons Evacuation Guidelines above.
- 4) When you are instructed by the fire safety director to evacuate the building, upon arriving at the

sidewalk, cross to the opposite side of the street. Do not attempt to cross mid-block. Always cross at the walk area with the traffic signal. Do not stand in front of or on the sidewalk bordering the building.

c) 41 Worth Street

See Section a) [Main Campus] above.

5. After regular business hours weekdays and all hours weekends

During weekday evenings or on weekends (when the Fire Wardens are not on duty) and the Fire Safety Director instructs you to evacuate the building, you should follow the instructions of the faculty member. She or he will designate two students to check the rest rooms. The floor warden station should be used to inform the Fire Safety Director of the stair landing where the disabled person will be located so that fire department personnel can assist with their evacuation.

iii. If you discover or are near a smoke condition or fire

- 1) Evacuate the area and close all doors in the vicinity of the fire or major smoke condition.
- 2) Activate a pull station device (pull the black lever down) to alert other persons in adjacent offices, classrooms, and rest rooms and throughout the building.
- 3) Do not open any doors that feel warm to the touch. If there is heat or smoke in an area, crawl on the floor to the nearest exit. If you are trapped in a smoke-filled room stay near the floor or near a window where you can call or signal (use a handkerchief or a shirt to draw attention) for help. *Do not panic.*
- 4) Proceed to the nearest stair. **Do not run and do not use the elevators as a means to exit the floor!** Follow the instructions of the floor Fire Wardens and faculty members.
- 5) Disabled persons' evacuation assistance
See Section C. Disabled Persons Evacuation Guidelines above.
- 6) *If the situation permits, use the floor warden station (open the red box mounted near the elevators and lift the receiver) to notify the Fire Safety Director. Otherwise, evacuate the floor. At the building lobby, inform a security officer about what you observed so the evacuation plan can be activated.*
- 7) Meet at the Assembly Area
After you exit the building, you must walk toward West Broadway and gather along the sidewalks near this location. The assembly area comprises the sidewalks along West Broadway: (i.) on the same block as the law school (between Worth Street and Leonard Street), (ii.) between Leonard Street (one block north of Worth Street) and Franklin Street, and (iii.) surrounding the triangular Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north). The assembly area is the only location where you should go after you evacuate the building.

Never attempt to extinguish a fire yourself! Fire and smoke can quickly fill the area. Use this time to

alert others to evacuate by activating a pull station. Also, the elevators must *never* be used to exit a floor. The fire department personnel will need to use the elevators to evacuate disabled persons and for other fire fighting duties. *Unless otherwise directed by fire department personnel, you must only exit a floor by use of the stairs!*

TABLE 9- EVACUATION PREPAREDNESS CONTACTS

Departments	Contact numbers
47 Worth Street Security Desk	General Inquiries 212-431-2100 extension 4184 Emergencies <i>Only</i> 212-431-2123
Office of Security & Safety	212-431-2837
Office of Maintenance & Operations	212-431-2820
Fire Department of the City of New York	212-999-2222
New York City Police Department- First Precinct	212-334-0611 or 9-1-1

E. Response Staff and their duties

Following the activation of the lobby command panel and prior to the arrival of fire department personnel, the following staff are responsible for initiating the evacuation plan in compliance with Local Law 5 of 1973 and its amendments. Local Law 33, Section 1. Subdivision of the Section C-19-161.2 of Part III of the Title of Chapter 19 requires employees designated as fire safety director and others as deputy fire safety directors and upon request, make responsible and dependable employees available for designation and training by the fire safety director as fire wardens and deputy fire wardens.

1. Fire Safety Directors

Several security staff and the Assistant Vice President of Security & Safety are certified Fire Safety Directors.²⁴ A Fire Safety Director must complete a New York City Fire Department, approved fire science study program. The program includes instruction on fire prevention, evacuation procedures, operation of the lobby command panel, conducting fire drills, training fire wardens, and other duties and responsibilities associated with this position. The staffs were certified after successfully completing a written course, fire department examination, and on-site fire department test.

The Fire Safety Director is responsible for (i.) activating the evacuation plan, (ii.) organizing, training, and supervising the Building Evacuation Supervisors, Fire Brigade, and Fire Wardens (iii.) performing daily, weekly, monthly, and semiannual tests of the lobby fire command station and the detection, suppression, pull-station device, or floor warden station components (iv.) monitoring the lobby command panel after receiving the alarm (in accordance with the provisions of the fire department rules and the building Fire Safety Plan), (v.) conducting fire drills, and (vi.) organizing and training the security patrol officer to detect hazards which could impede an occupant's safe egress from the buildings.

After a signal is sent to the lobby command panel, the Fire Safety Director reports to the panel to (i.) determine the location of the detection, suppression, pull-station device, or floor warden station, (ii.) inform the community of the location and status of the problem by use of the public address system, (iii.) communicate to the Building Evacuation Supervisors, Fire Brigade, and Fire Wardens over the floor

²⁴Local Law 5 of 1973 and all subsequent amendments requires Fire Safety Directors, additional staff trained in emergency response, specially designed and placed egress and information signs, emergency lighting, and daily, weekly, monthly, and semi-annual testing of signal and detection equipment, and other safety requirements and procedures for those buildings with a Class E alarm system.

warden stations, and (iv.) be available to apprise fire department personnel of the status of the emergency upon their arrival at the building.

2. Building Evacuation Supervisors

All other security staff is trained by the Fire Safety Director to perform as Building Evacuation Supervisors. They assist the Fire Safety Director, investigate problems reported by the community, conduct a patrol of the area where the detection or a pull station device was activated, and provide direction and support to the community and fire department personnel during an evacuation of the building. They are responsible for fulfilling the duties of the Fire Safety Director at a time when building occupancy does not require a Director on duty. The Building Evacuation Supervisors are provided an annual review class by the Assistant Vice President of Security & Safety.

3. Fire Brigade

The Fire Brigade comprises the maintenance staff. The Brigade will attempt to extinguish (they have received training on the use of a fire extinguisher) and confine the spread of fire and smoke by closing doors until fire department personnel arrive. They also assist the Building Evacuation Supervisors and the floor Fire Wardens, and provide direction and support to the community and fire department personnel during an evacuation of the building. One member of the Brigade will communicate with the Fire Safety Director and then remain on the floor below the fire to meet fire department personnel. The Brigades are provided three refresher classes each year by staff from Quality Fire-Protection Consultants, Inc.

4. Fire Wardens

The Fire Wardens consists of staff volunteers who are trained by a Fire Safety Director. They monitor the evacuation of a floor and provide direction to all stairs and exits, check rest rooms, and provide assistance to volunteers and disabled persons. The Fire Warden is the last person to leave the floor, thereby confirming that all have been evacuated. A lead Fire Warden will take attendance at the assembly area. This is necessary to confirm that all wardens and occupants have evacuated the buildings. Personal on-the-job training is provided to all new wardens by the Assistant Vice President of Security & Safety.

Additional emergency resources were provided to fire wardens and the Deans. Each Dean's office was also provided a portable, battery operated radio (with a weather band). All fire wardens were provided a flashlight.

i. Fire Warden Liaison Program

In August 2005, the Fire Warden Liaison Program was established by the Assistant Vice President of Security & Safety. This program was created to provide the wardens a monthly opportunity to review their duties and responsibilities, and discuss questions about emergency response and personal safety with a Fire Safety Director.

5. Faculty

All faculty members are also needed to assist with the evacuation of the floor. If an emergency evacuation takes place while a faculty member is teaching, she or he will assist the Fire Warden by instructing their students to exit the floor by use of all stairs. After hours when the Fire Wardens are not on duty, a faculty member will designate two students to check the rest rooms, alert persons in adjacent rooms, and provide assistance to volunteers and disabled persons. The faculty member should be the last person to leave the floor, thereby confirming that all students have been evacuated.

6. Volunteers

Volunteers are students, faculty, staff, or visitors who will provide assistance to disabled persons during a drill or emergency evacuation of the buildings. They will notify the Fire Safety Director of the safe rescue area where the disabled person will be relocated during a drill or actual emergency. The volunteers may also seek assistance from other occupants to help evacuate the disabled person to the street level if the danger is near.

F. Alarm System & Related Components

The 47, 53, and 57 Worth Street buildings and the 40 Worth Street buildings are protected by Class E alarm systems.²⁵ The 41 Worth Street building has an interior fire alarm system and in the event of a fire, a signal would be transmitted to the central monitoring station (who would in turn notify the Fire Department of the City of New York) following the activation of the sprinklers or the pull station. What follows is an in depth discussion of the alarm system and related components of the Class E alarm system in the 47, 53, and 57 Worth Street building.

A central fire command panel is located in the lobby of each building (the 47 and 53 buildings are combined into one panel and it is located in the 47 lobby). This panel will sound a building-wide alarm when a detection or suppression device or pull station is activated. It will only be heard within the building where the detection or suppression device or pull station was activated, and not throughout all law school buildings.

When a detection or suppression device or pull station is activated, the building's lobby command panel indicates the location of the component so that fire department personnel and the Fire Safety Director will know the vicinity of the problem. All panels are monitored 24 hours by a central station operator. The operator notifies the Fire Department after receiving a signal from the command panel.²⁶

1. Communication Devices

i. Signals

²⁵ A Class E alarm system is an alarm and communication system that has been specially designed for hi-rise and low-rise class E office buildings. Local Law 5 of 1973 which amended Title C, Chapter 19 of the Administrative Code of the City of New York and its amendments (Local Law 26 of 1975, Local Law 33 of 1978, and Local Law 84 and 86 of 1979) expanded the fire protection requirements to include all high-rise buildings. Although the law school is an educational institution (Class G), the height of the 57 Worth Street building meets the definition of a high-rise building (this building is over 75 feet in height). Thus, the height supercedes the use classification, and the Department of Buildings and the Fire Department required that the law school install a Class E alarm system. The law school received permission from the Department of Buildings and the Fire Department to install this same alarm system in its other low-rise buildings.

²⁶ The exception is when an alarm system is taken off-line to conduct system service repairs or when one of the detection devices sends a trouble signal to the building lobby panel. If the alarm sounds during this time it would only be heard internally and the Fire Department would not be notified by the central station. When the panel is on-line and a signal is received, fire department personnel is required to respond to the building to meet with the Fire Safety Director and conduct a survey of the building.

Unlike the bells you may remember from grade school, the signal comprises a very high pitch electronic tone with a flashing strobe light. A detection or suppression device or pull station (or a problem with one of these components) can activate the signals.

ii. Voice Communication

The Fire Safety Director will use the public address system to inform building occupants of the status of an alarm or to instruct all occupants to begin evacuating the buildings. Should this happen, an announcement will be made in all of the law school buildings.

iii. Floor Warden Station

On each floor near the elevator bank is a red box labeled Floor Warden Station. Inside this box is a handset that looks like a telephone receiver. When the handset is lifted from its cradle, a light appears next to an identification label and an audible signal is heard on the building's lobby command panel.

The floor warden station network provides direct communication from each warden station to the lobby command panel. The floor warden station may be used to alert the Fire Safety Director of a serious, non medical emergency or if assistance is needed to evacuate a person from the building. It is also used by the security officers, maintenance staff, or fire department personnel to communicate with the Fire Safety Director at the lobby command panel. *Do not hesitate to use the floor warden station to alert the Fire Safety Director of a smoke condition or an unusual odor which would indicate a potential fire condition.*

iv. Pull-Station

A pull station (a red panel with a white diagonal line on its cover and a black horizontal lever) is located near each door which leads to an exit stair or door. To activate the station, pull the black lever down. *This lever must only be pulled if a serious smoke or fire condition exists.*

2. Detection Devices

i. Area and duct smoke detectors and fan shut down

Smoke detectors are located at every elevator lobby, inside every mechanical room, and within each mechanical equipment fan unit. These devices are similar to your home detector, but are more sensitive in detecting smoldering conditions which precede a visible flame. When a duct detector is activated, the fan unit inside the mechanical equipment shuts off to prevent the spread of smoke and fire above the ceiling and within the duct.

3. Automatic Fire Containment and Suppression Components

i. Magnetic Door Holding Device and Rolling Gate

The corridor doors between the 57 Worth Street and the 53 Worth Street buildings, and the 47 Worth

Street lobby doors are held open by an electric magnetic device. Following the activation of the lobby command panel, these doors will automatically close to prevent the spread of smoke or fire between the buildings and into the lobby.

Instead of a door, there is a rolling gate at the fifth floor opening between the 57 Worth Street and 53 Worth Street buildings. This gate was installed to prevent the spread of smoke or fire between the buildings, and will automatically close following the activation of the lobby command panel.

ii. Automatic Sprinkler System

An automatic sprinkler system comprises a ceiling-mounted network of horizontal pipes which are connected to a water source. Sprinkler networks can be found in the cellars, basements, and several above ground locations. Sprinkler heads are devices that are placed at predetermined intervals along the piping.

Should the room temperature around the sprinkler head rise above a certain level, a part of the sprinkler head would open to release water covering a six to eight foot area. This action will extinguish or contain the fire until the arrival of fire department personnel. The lobby command panel will activate when the water flow begins.

iii. Kitchen Exhaust Hood suppression system

The range exhaust hoods are equipped with a fire suppression system. The New York City Building Code was changed in 2005 to require an Underwriters Laboratories -300 Standard for Wet Chemical system. Wet fire suppression systems are required over cooking equipment because dry system manufacturers no longer make replacement parts. The extinguishing system is connected to a manual pull station that is located near the entrance to the kitchen or cooking area. When this pull station is activated, the wet chemical is released and it will contain or extinguish a fire.

iv. Fire Extinguishers

All purpose (ABC- can be used on general combustible materials, flammable liquids, and electrical equipment) fire extinguishers are mounted in all buildings at several locations on each floor and within mechanical rooms. Specialized extinguishers are located in the dining room kitchen and cafeteria areas. The Fire Brigade would use these extinguishers to contain a fire until the arrival of fire department personnel.

4. Emergency Lighting, Exit Signs, & Photo Luminescent Markings

Emergency lighting is installed in all corridors and exit stairs. In the event of a loss of electricity, the lighting is powered by batteries to enable the occupants to see a route to and within an exit stair. The illuminated exit signs are also powered by batteries in case of a loss of electricity.

The Mendik Library and offices at 40 Worth Street are in a high rise office building. Effective July 1, 2006, high rise buildings are required to install photo luminescent markings on all exit doors leading to stairs and markings within the exit stair to indicate direction of egress, in addition to signs where the exit direction is not clear. These requirements were completed by the building management.

5. Fire Department Resources

i. Standpipe

A standpipe is a system of vertical piping which carries water to each upper floor of a high-rise building for fire fighting purposes. At the main campus, the 57 Worth Street is the only building which has a standpipe and it is located in the "A" stair (and a portion of the "B" stair at the cellar and sub-cellar floors). A valve controls the water flow through the hose and nozzle. The lobby command panel will activate when the water flow begins.

ii. Siamese Connections

A siamese connection is a fitting installed on the outside of the building which is connected to a fire extinguishing system (for example, standpipe or sprinkler systems). This fitting has two hose inlets which the fire department would use to supplement the water supply to the building.

iii. Elevator Recall

Following the activation of the lobby command panel, the elevators will automatically return to the lobby floor. The fire department personnel and Fire Safety Directors have a special key (FDNY 2642) which they use to reset the elevator from automatic to manual mode. The fire department personnel will use the elevator to obtain access to upper floors and to evacuate disabled persons.

G. Reporting and Preventing Dangerous Conditions

Although the maintenance staff conduct daily checks of all mechanical equipment and service rooms and the security staffs conduct periodic patrols throughout the law school facilities, we also need your assistance to help us maintain a safe environment. Please do the following:

- 1) Report all suspicious odors to the officer at the 47 Worth Street security desk on extension 2123.
- 2) Do not block exit doors, corridors, exterior walkways, or aisles with packages, trash, or furniture. Contact the Office of Maintenance & Operations to have these items removed directly to storage or the trash area for disposal.
- 3) Keep exit stair doors closed *at all times!* It is a violation of the New York City Fire Prevention Code to prop open exit stair doors. If a fire were to occur, smoke, heat, and flames could enter the stair and block this exit route.
- 4) Contact the Office of Maintenance & Operations if a light bulb has blown out, there is water on the floor, carpets or other floor materials present a tripping hazard, a door does not close properly, or you note other conditions which could prevent a safe evacuation.
- 5) Limit the use of personal appliances and non office equipment which generate power surges. Always turn-off all appliances and equipment when you are away from your office for extended periods and before you leave at the end of the day.
- 6) Limit the use of power strips and extension cords. If you must use an extension cord, use only electrical devices with the Underwriters Laboratories (UL) seal of approval. Do not place

electrical cords across a hall or path.

- 7) Keep your office and storage spaces neat. Do not leave trash around; dispose of it promptly. If your storage room contains mechanical equipment, please do not store materials on top of or in close proximity to this machinery.
- 8) Do not store materials on top of or in close proximity to a computer monitor or central processing unit (CPU). This equipment requires a minimum of six inches between it and other items for proper ventilation.
- 9) All New York Law School facilities and the student residence are a smoke-free environment.²⁷ Report all violators to the officer at the 47 Worth Street security desk on extension 4184.
- 10) **NEVER attempt to extinguish a fire yourself.** [You should instead initiate the evacuation plan to alert others of impending danger. See iii. If you discover or are near a smoke condition or fire. on page 39.]

H. Student Residence

The New York City Fire Department Fire Prevention Directive 9-64 requires that each residential unit is provided a copy of the building fire safety plan. The fire safety plan for 81 East Third Street was prepared by the staff of Quality Fire-Protection Consultants, Inc.

This plan provides information about the building construction type and instructions about how to respond should a fire occur. In addition to the plan, a fire safety notice was installed on the back of the unit and common area main entry doors. The plan highlights what steps to follow should a fire occur in the unit or a common area. Those students who reside in the residence are advised to periodically review the contents of the fire safety plan.

1. **Evacuation Drill**

The New York City Fire Department Fire Prevention Directive 9-64 requires that colleges and universities that have student residences conduct three drills during the academic year. The evacuation drills must be conducted once during each fall, spring, and summer semesters after sunset (approximately 7:00 P.M.). In advance of the fall drill, a copy of the fire safety plan was distributed to each residential unit. The fall drill was held on Thursday evening, September 29, 2005 and the spring drill was held on Wednesday, March 29, 2006. A copy of the fire safety plan was distributed to new residents at the summer drill and new resident orientation meeting that was held on Saturday, August 19, 2006.

During each drill, the residents were assembled to hear a brief discussion by a representative from Quality Fire-Protection Consultants, Inc. The discussion centered around the evacuation routes and how to respond if there is a fire in one's apartment or another location in the building. The residents also had an opportunity to raise any questions they have about the plan. Noted below is abbreviated text from the fire safety plan section entitled Emergency Fire Safety and Evacuation Instructions. It

²⁷New York Law School Smoking Policy

In the interest of providing a safe and healthy environment for faculty, students, employees, and visitors, and in accordance with the Clean Indoor Air Act of New York [Rule Number 915-A], the noted policy, effective July 1, 1993 has been adopted by the law school. Smoking is not permitted within the facilities, including individual offices and outside stairwells and landings.

describes how to respond should an emergency arise within a residential unit:

- 1) Do not panic- remain calm.
- 2) Close all doors especially the entry unit door.
- 3) Alert other residents on your floor of the fire by knocking on their unit door.
- 4) Then proceed to the nearest stair and exit the floor. **Do not run and do not use the elevators as a means to exit the floor!**
- 5) At the lobby activate the pull station (which is located just opposite the elevator near the security post). Also, describe the condition to the security officer on duty.
- 6) Go to the Assembly Area
Exit the building and walk east to the end of the sidewalk along Third Street toward First Avenue. This location is called the Assembly Area. This is the one location where all residents can meet and obtain additional safety information or instructions. *Do not stand in front of the building; do not cross or stand in the street because you will be in the path of fire department personnel and/or you could be injured by falling debris.* Please follow the instructions of fire department and building personnel.
- 7) You will be notified by fire department or building personnel when you may return to the building.

Review the information posted on the back of your unit main entry door periodically so that you are familiar with the emergency response guidelines. Your cooperation is important because each drill is a test of the evacuation program. Please forward all comments or questions following each drill by electronic mail to the Assistant Vice President of Security & Safety at ghayes@nyls.edu

2. Disabled persons' evacuation assistance

Do not attempt to exit the floor by the stairs during an evacuation drill. If there were an actual fire and you were unable to use the stairs, you should call 9-1-1 and tell the operator your address, floor, apartment number, and the number of persons in your unit who require assistance. Should the situation require, fire department personnel will assist with your evacuation. Follow other guidelines noted on the posted information on the back of your unit main entry door.

3. Alarm System & Related Information

The residence is a non-combustible, fully sprinkled, residential building. If a fire were to occur, it would be contained within the unit or space in which it starts and less likely to spread to other units or floors. It is also likely to be extinguished by the water which would be released from the sprinkler heads.

The building has an interior fire alarm system. In the event of a fire, a signal would be transmitted to the

central monitoring station (who would in turn notify the Fire Department of the City of New York) following the activation of the sprinklers or the pull station. The pull station is the small red device with a white diagonal line on its cover and a black horizontal lever. It is located at the main lobby near the security post. To activate the station, pull the black lever down. *This lever must only be pulled if a serious smoke or fire condition exists.* A direct wired combination smoke and carbon-monoxide detector is installed in each residential unit and common space.

The New York Law School Housing Policy Handbook, under the section entitled Fundamental House Rules, states that smoking is prohibited as well as the use of candles, incense, and other open flame items in all occupant units, common internal public spaces, on balconies, and common outdoor spaces. (Halogen lighting is also prohibited.) As noted in an earlier section of this annual report, New York State Act 420b would amend the public health law by prohibiting smoking in dormitories, residence halls, and other group residential facilities in New York.

4. Know all available exits

Posted on the wall at the elevator is an egress sign. The sign denotes your present location [a red circle with the words- *You are here*- written in white letters]. Every stair and the elevator (noted by the letter *X* enclosed in a square) is identified by a letter of the alphabet. A sign which notes the alphabet designation is mounted on the floor and stair side face of the stair door. (A sign which notes the floor is also mounted on the stair side face of this same stair door.) The stair is also identified by an illuminated sign above it with the word *Exit* in red letters. Please study this map while you are waiting for the elevator. During an evacuation you should use *all* available stairs- not only the one you commonly use.

There are two stairs labeled A and B which connect the cellar floor to the roof. There is one stair labeled C that connects from the cellar to the sidewalk. Stair C is equipped with panic alarm hardware and must not be used to exit the building except during an emergency evacuation.

5. Reporting and Preventing Dangerous Conditions

You are advised to read the section entitled Basic Fire Prevention & Fire Preparedness Measures in the fire safety plan to learn some common tips about how to prevent a fire condition. *Never* attempt to extinguish a fire yourself! Fire and smoke can quickly fill an area. Use this time to alert others of this emergency. The elevators must *never* be used to exit a floor. The fire department personnel will need to use the elevators to evacuate disabled persons and for other fire fighting duties. *Unless otherwise directed by fire department personnel, you must only exit a floor by use of the stairs!* Never prop open or block the doors that lead to these stairs.

IV. GUIDELINES ON RESPONDING TO THREATS

A. Suspicious Envelopes and Parcels

The possible use of the mail services to conduct acts of terrorism has received a lot of attention. There is certainly no reason to suggest that the law school would be a logical target. Nevertheless, we should all be aware of the basic guidelines for handling mail and for reporting suspicious mail type items.

The law school's mail room contractor, has required all their employees to attend a seminar which teaches staff how to identify and respond to suspicious envelopes and parcels. This action complements additional safety measures adopted by the United States Postal Service to protect the nation's mail system and handlers. Whether at the law school or your home, you should use *common sense* and care when inspecting and opening envelopes and parcels. Do not open these items with your hands. Use a letter opener (for envelopes) and a sharp object for parcels. Avoid shaking or turning these items upside down. The information below describes how to identify and respond to suspicious articles. You may obtain more in depth information about these measures from the Postal Service site <http://www.usps.com/communications/news/security/welcome.htm>

1. **What is a suspicious envelope or parcel?**

A simple example of a suspicious envelope or parcel is one which you are not expecting. In the past you may have taken no precautions and opened the item. However, you should now more closely examine and exercise good judgement and reason in determining whether an item is suspect before you open it. The Federal Bureau of Investigation and the United States Postal Service have identified the following characteristics of suspicious mail articles:

- strange or threatening messages written on the item.
- oily stains on the outer surface.
- lopsided, rigid, bulky, discolored, or have a strange odor.
- protruding wires or other objects.
- bearing no return address.
- no postage or non canceled postage.
- improper spelling of common names, places, or titles.

Always take time to closely examine each article of mail before you open it.

2. **Unopened: You think an article is suspicious- What should you do?**

You have attributed the slanted handwriting to a left-handed person, the likelihood that the machine which cancels the postage stamps missed a part of one, and that the mechanical mail sorting machines damaged the edge of the envelope. However, after adding all of these observations together, you have

reservations about opening the article.

- 1) Do not panic. Contact the Mail Room Supervisor (Office: 57 Worth Street, Room L1, 212-431-2835) or in his or her absence the person in charge. If the situation warrants, she or he will also notify the Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837) or in his absence the Senior Security Coordinator at extension 2123 and they will come to your office area.
- 2) Do not open the envelope or parcel or shake it around.
- 3) Place it down on a flat and clear surface and leave the room. Do not permit others to enter.
- 4) Wash your hands thoroughly with soap and water.

3. Opened: You think an article is suspicious- What should you do?

If there is a substance or a threatening message inside you should close the article. To reduce the possibility of additional exposure, do not clean up anything which has spilled.

- 1) Do not panic. Contact the Mail Room Supervisor (Office: 57 Worth Street, Room L1, 212-431-2835) or in his or her absence the person in charge. If the situation warrants, she or he will also notify the Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837) or in his absence the Senior Security Coordinator at extension 2123 and they will come to your office area.
- 2) Close all doors and windows and do not permit others to enter the room. Have all the persons who were in the vicinity where the article was opened wait with you.
- 3) Wash your hands thoroughly with soap and water.
- 4) If your clothing is covered with the suspect substance, do not brush the material off.

4. Reporting an incident to outside authorities

If a situation arises that requires a response from uniform police or public health agency personnel, the Assistant Vice President of Security & Safety or Senior Security Coordinator will contact the appropriate local and/or state authorities.

5. When you are away from the Law School

Your personal safety is of concern to us even when you are away from the law school. Should you encounter a situation described above you should notify your local police precinct and/or the following agencies for advice and/or assistance:

TABLE 10- TRI-STATE EMERGENCY PUBLIC HEALTH REPORTING & INFORMATION HOTLINES

Outside authority	Contact numbers
New York	
American Red Cross in Greater New York http://www.nyredcross.org/	877-RED-CROSS (877-733-2767)
New York City Police Department http://www.ci.nyc.ny.us/html/nypd/	Your local precinct or 9-1-1
New York City Department of Health & Mental Hygiene http://nyc.gov/html/doh/html/home/home.shtml	Day- 212-788-9830 or 212-295-5335 & 5336 After hours- Poison Control Center- 212-764-7667
New York State Department of Health http://www.health.state.ny.us/nysdoh/bt/bt.htm	Day- 518-473-1730 After hours- 518-465-9720
New Jersey	
New Jersey Department of Health & Senior Services- BiologicalTerrorism Hotline http://www.state.nj.us/health/	Day- 609-538-6030 After hours- 609-392-2020
Connecticut	
Connecticut Department of Public Health http://www.dph.state.ct.us/	Day- 860-509-7994 After hours- 860-509-8000
Pennsylvania	
Pennsylvania Department of Public Health http://www.dsf.health.state.pa.us/health/site/default.asp	877-PA-HEALTH (877-724-3258)
Federal Centers for Disease Control & Prevention (CDC)	
Emergency Response Center http://www.bt.cdc.gov/	24 Hours- 770-488-7100

B. Bomb Threats

Bombs and other explosive devices are increasingly used or are threatening to be used by individuals and organizations throughout the United States and the world. Although the law school (like many other colleges and universities) is not seen to be a primary target for this type of threat, we do not dismiss this dangerous trend. You must report this threat immediately so that local police and law school administration can take appropriate steps to protect the community. *Until proven otherwise, all bomb threats are considered serious.*

1. A bomb can resemble any object

The likelihood of finding the stereotypical bomb is nil because bombs are now constructed to look like familiar objects. These homemade bombs pose a greater danger to those persons whose duty it is to conduct a search.

2. Bomb threat notification means

A bomb threat can be delivered in several ways. Most threats are called in by telephone to a busy office or major answer point by a third party. The law school telephone system displays caller identification information (if this information is available) on the display telephones. Now more than ever, it is important to look at the telephone display when you receive a call. The exact words and other descriptive information about the call and the caller are needed. The Bomb Threat Checklist (See Attachment I on page 97.) lists important factors which could be helpful in identifying the caller and assessing the validity of the threat.

In addition to the telephone, a threat can also be communicated by handwritten notes, by electronic mail, over a fax machine, or through the internet. Whatever the means, bomb threats are always considered serious.

3. Why are bomb threats made?

A bomb threat is made because:

- The caller has definite knowledge or believes that a bomb or explosive device has been or will be placed. She or he may also want to minimize personal injury and property damage.
- The caller may be the person who planted the device or is someone who has specific information.
- The caller wants to create an atmosphere of anxiety and panic so that normal business activities are suspended.

4. How to respond to a bomb threat

i. Suspicious Object

A bomb could be placed without any notification. Therefore, you should always suspect anything that looks unusual or out of place.

1) Individual response

If you should find unusual objects or abandoned personal and valuable property, report this finding to an officer at the 47 Worth Street security desk (X2123) or the Assistant Vice President of Security & Safety (X2837) immediately. It is important that you notify the security staff noted above in a confidential manner. *Please do not share this information with others, other than their supervisor, because we do not want to cause unnecessary panic. Do not touch or move a suspect item.*

2) Institutional response

The Assistant Vice President or a security officer will notify the New York City Police Department so that personnel can be dispatched to the law school. Police Department personnel are best trained in responding and assessing this type of situation.

ii. Telephone Threat

1) Individual response

If you receive a bomb threat over the telephone, stay calm and attempt to obtain as much information as you possibly can from the caller. (Note answers to as many of the factors noted on the Bomb Threat Checklist.) Keep the caller on the line as long as possible and ask him or her to repeat the message. If they don't designate the location of the device, ask them where it is and the time it is to be detonated. All the information you obtain will help the Deans, Assistant Vice President of Security & Safety, and Police Department personnel determine the appropriate response.

After the call is completed, staff should immediately alert their supervisor, then immediately report this incident to an officer at the 47 Worth Street security desk (X2123) or the Assistant Vice President of Security & Safety (X2837). If you are told of the location of a bomb, *do not attempt to conduct a search alone*. Try to obtain as much information from the caller as you can.

2) Institutional response

The Assistant Vice President or a security officer will notify the Police Department so that personnel can be dispatched to the law school. The Deans and Assistant Vice President of Security & Safety will meet with Police Department personnel and the person who received the call. It is important that the person who received the call notify the security staff noted above in a confidential manner. *Please do not share this information with others, other than their supervisor, because we do not want to cause unnecessary panic.* Above all, *do not panic!* The Deans, Assistant Vice President of Security & Safety, and Police Department personnel are in the best position to determine when and how to inform the community. Following discussions with the individual who received the threat, the Deans, Assistant Vice President of Security & Safety, and Police Department personnel will determine the appropriate response.

iii. Written Threat

1) Individual response

If you receive a handwritten bomb threat avoid handling the paper it is written on.²⁸ The paper, fingerprints, handwriting, and the envelope and postal marks must be protected. There may be clues which will could help identity the writer. *Do not handle the document more than is absolutely necessary.* (Also note the names of the persons who handled the items.)

Staff should immediately alert their supervisor, then immediately report this incident to an officer at the 47 Worth Street security desk (X2123) or the Assistant Vice President of Security & Safety (X2837). If you are told of the location of a bomb, *do not attempt to conduct a search alone. If you find a suspicious object, do not touch it.* All of the information you receive will help the Deans, Assistant Vice President of Security & Safety, and Police Department personnel determine the appropriate response.

²⁸In addition to handwritten notes, written threats could also be typed or sent by electronic mail, fax, or the internet.

2) Institutional response

The Assistant Vice President or a security officer will notify the Police Department so that personnel can be dispatched to the law school. The Deans and Assistant Vice President of Security & Safety will meet with Police Department personnel and the person who received the correspondence to determine the best response. It is important that the person who received the information notify the security staff noted above in a confidential manner. *Please do not share this information with others because we do not want to cause unnecessary panic. Above all, do not panic!* Following discussions with the individual(s) who received the threat, the Deans, Assistant Vice President of Security & Safety, and Police Department personnel will determine the appropriate response.

5. Evacuation Guidelines

If after reviewing information about the threat with Police Department personnel it is felt that this situation is a serious one, the buildings will be evacuated with assistance from Fire Department personnel. When directed to evacuate the buildings, all occupants must exit by using all available stairs- *not just a favorite stair-* and all available doors at sidewalk level- *not just the main entrance* when instructed by the Fire Safety Director or the floor Fire Warden. No alarms will sound during this evacuation.

- 1) Do not panic- remain calm. Follow the instructions of the floor Fire Wardens and faculty members.
- 2) Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. **Do not run!**
- 3) Disabled Persons Evacuation Assistance
Relocate disabled persons to a Safe Rescue Area until the arrival of fire department personnel to assist with their evacuation. A volunteer must notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near the main elevators (in B building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the building, floor, and stair alphabet location. You must notify the Fire Safety Director because she or he would notify the fire department personnel upon their arrival to the building. Upon being provided this information, fire department personnel would respond to your location to assist with the evacuation.

The evacuation volunteers may also request help from other floor occupants to assist with evacuating a disabled person to the sidewalk level. To prevent injury to others, allow those who do not require assistance to exit before evacuating the disabled person. Although volunteers have been identified in advance to provide assistance to a disabled person, they may also need additional assistance with this effort. If you are asked to assist, please respond as requested.

- 4) Meet at the Assembly Area
After you exit the building, you must walk toward West Broadway and gather along the sidewalks near this location. The assembly area comprises the sidewalks along West Broadway: (i.) On the same block as the law school (between Worth Street and Leonard Street), (ii.) Between Leonard Street (one block north of Worth Street) and Franklin Street,

and (iii.) Surrounding the triangular Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north). The assembly area is the only location where you should go after you evacuate the building.

6. Safety Precautions

The law school security policies and procedures provide a means for the security staff to monitor all persons who enter the buildings, and thereby reduce the likelihood of providing an opportunity to others to place a bomb on or near the law school facilities. However, your assistance is also needed.

- 1) Please have your New York Law School photo-identification card available to show the security staff when entering all law school locations. (What would be even better is to display it at all times when you are at the law school. Stop by the security desk to obtain free ID card accessories.)
- 2) Do not hesitate to contact the Office of Security & Safety or a security officer if you observe suspicious individuals, activities, or situations. Be alert of suspicious looking objects and parcels which do not appear to belong in the area where they are observed.
- 3) Do not leave personal and valuable property unattended.
- 4) Do not accept property from someone you do not know.
- 5) Keep your office and storage rooms neat. Keep all doors locked unless you are in the room.
- 6) Do not block exit doors, corridors, exterior walkways, or aisles with packages, trash, or furniture. Contact the Office of Maintenance & Operations (X2820) to have these items removed directly to storage or the trash area for disposal.
- 7) When entering and leaving the law school, only use the main entrance doors that are officially open and monitored by security officers. Do not exit through doors which are normally closed unless there is an emergency. *Do not prop locked doors open because you will seriously compromise the security of the law school community.*
- 8) Do not open freight or loading dock doors to delivery personnel. Security staff at the 47 Worth Street security desk can speak to delivery personnel at the building exterior through the use of a two-way intercom unit.

7. Reported Incidents

Beginning with the Fourteenth Annual Report, information about the number of bomb threats was included. There were no threats made at the 47, 53, and 57 Worth Street or 240 Church Street buildings or at 41 Worth Street. There were no threats reported at 40 Worth Street.

V. SCHOOL CLOSING POLICY

An occasion could arise when the law school may need to close due to inclement weather, transportation disruptions, or some other unforeseen situation. The decision to cancel classes, examinations, special scheduled events, or close the Mendik Library will depend upon the severity of the situation. What follows is information on how you can determine the law school's status should such a situation arise.

A. Weekdays when Classes or Examinations are held

1. Day Division Classes and Examinations and Other Daytime Activities

i. Closed if New York City Schools are closed

New York Law School's status will be directly linked to the New York City Public School System- if the *day session* of the New York City Public School System is open, the law school will be open. If the New York City Public School *day session* closes, the law school day division classes and exams and other daytime activities will likewise be canceled.

ii. No Delayed Openings

Sometimes the New York City Public Schools do not close but delay their opening. The law school will *not* follow this practice- when the Public Schools open, but on a delayed basis, the law school will open, and classes, exams, and other activities will occur at the normally scheduled times.

iii. When the New York City Schools are not in session

If the New York City Schools are not in session, a decision will be made by 7:00A.M. whether the law school will close. Should disruptive conditions develop during the day, a decision will be made on whether to remain open by 3:00P.M.

2. Evening Division Classes and Examinations and Other Evening Activities

i. If Closed for the Day, Closed for the Evening

If the law school is closed for day classes, examinations and other daytime activities, the law school will also be closed for evening classes, examinations, and activities. *Remember: if you know that the law school has canceled all daytime activities, there is no need to call about evening classes, examinations or other activities for they will also be canceled.*

ii. If Open During the Day but Conditions Worsen

If the law school is open for day classes, examinations, and other activities, but disruptive conditions are developing during the day, a determination whether to hold evening classes, examinations, and other activities will be made by 3:00P.M.

3. Sources of Information

i. Radio Stations School Closing Announcement

In doubtful conditions, members of the law school community should listen to the following radio stations (or consult the station's noted web-site) or watch local television or cable news programs to determine the status of the New York City Public Schools.

TABLE 11- SCHOOL CLOSING ANNOUNCEMENT RESOURCES

New York City Metropolitan Area AM Radio Stations	Call Numbers	Web-Sites
WCBS	880	http://www.WCBS880.com
WINS	1010	http://www.1010WINS.com
WOR	Internet notification only.	http://www.WOR710.com

ii. Student Information Line and Law School Web-Site

Information about class or examination cancellations on a specific day will also be available on the Student Information Line, 212-431-2111. On those days where the law school remains open but weather or other conditions are bad enough to be disruptive, students are advised to check this information line in order to ascertain the status of particular classes. You may also obtain information from the law school's web-site at: <http://www.nyls.edu>

B. Weekdays when classes or examinations are not held

1. Closed if New York City Schools are closed

The law school's status will be directly linked to the New York City Public School System: if the *day session* of the New York City Public School System is open, the law school will be open. If the New York City Public School *day session* closes, law school's administrative offices and Mendik Library will likewise be closed.

2. No Delayed Openings

Sometimes the New York City Public Schools do not close but delay their opening. The law school will not follow this practice. When the Public Schools open, but on a delayed basis, the law school will open at its normally scheduled time.

3. When the New York City Schools are not in session

If the New York City Schools are not in session, a decision will be made by 7:00A.M. whether the law school will close. Should disruptive conditions develop during the day, a decision will be made on whether to remain open by 3:00P.M.

4. Sources of Information

If the radio school closing notification systems are activated, the status of the law school will be relayed to the radio stations noted above. You may also obtain additional information as to whether the administrative offices and Mendik Library are open by calling the law school's main number at 212-431-2100 or 212-431-2333 after 7:00AM. You may also obtain information from the law school's web-site at: <http://www.nyls.edu>

C. Weekends and Holidays

On weekends and holidays when the law school is open, a decision will be made by 7:00A.M. whether the Mendik Library will close, classes, or special scheduled events are held, or other areas of the law school will open. Should disruptive conditions develop during the day, a decision will be made on whether to remain open by 3:00P.M.

1. Sources of Information

You may obtain additional information as to the status of the Mendik Library by calling the Library's general number 212-431-2333. You may also obtain additional information as to the status of special scheduled events or whether the remainder of the law school will open by calling either the Student Information Line at 212-431-2111 or the law school's main number at 212-431-2100. You may also obtain information from the law school's web-site at: <http://www.nyls.edu>

VI. MEDICAL RESPONSE PROGRAMS

A. First Aid Response

1. **Basic First Aid**

Since 1995, the law school has contracted with the Zee Service Company to provide first aid training, medications, first aid equipment and supplies, and to assist with the planning and development of first aid and medical response programs. The first aid stations can be found at the following locations:

TABLE 12- LOCATION OF FIRST AID STATIONS

47 Worth Street Security Desk (Lobby)	57 Worth Street Student Life Office (Fifth Floor)
57 Worth Street Security Office (Lower Level, Room L2)	Mendik Library (40 Worth Street) Security Desk (Fourth Floor) & Library administrative offices (Seventh Floor- Room 702)
40 Worth Street Development & Alumni Relations Office (Seventh Floor, Suite 705)	41 Worth Street Admissions, Financial Aid, & Human Resources Offices (First Floor)

Each station contains bandages, pain relievers, ice packs, and other first aid products. First aid stations are also located in the cooking areas. These stations contain specialized products for burns and possible food preparation related injuries. In addition to the above, each officer is provided a protection airway device (shield to use when conducting CPR). There is also an emergency crash bag that contains first aid supplies and various protection gear as well as a portable infection control kit. These resources can be transported to the emergency location.

On site staff who comprises the first aid response team include the Assistant Vice President of Security & Safety and all full-time and several contract security officers. The staffs attended the New York State approved American Heart Association First Aid training program that included instruction on how to respond to common first aid emergencies.²⁹

2. **Sudden Cardiac Arrest Response**

Each year 350,000 persons in the United States die as a result of sudden cardiac arrest (SCA). Often these persons have died because lifesaving equipment could not reach them in time. Recent advances in technology have created a compact portable automatic external defibrillator (AED) which can be employed to provide immediate aid to an SCA victim. There have been many documented cases where the use of an AED has prolonged the life of the victim until the arrival of the emergency

²⁹ Individuals and organizations who undertake a “good faith effort” to provide urgently needed medical attention are protected by the Article 30, Section 3000-A of the New York State Public Health Law, (also known as the Good Samaritan Act). This law holds harmless any person who voluntarily and without expectation of monetary reward provides emergency treatment, unless it is shown that he or she is guilty of gross negligence.

medical service (EMS) staff.³⁰

i. New York State Laws Regulating Defibrillators

Chapter 552 of the New York State Public Health Law of 1998 was passed authorizing Public Access Defibrillation. This law outlines the requirements which businesses must comply with to be certified holders and operators of an AED.

In June 27, 2002, Section 917 of the Education Law of the State of New York (commonly referred to as the “Louis Law”)³¹ was signed into law. This law considers all public school districts, County vocational education and extension boards, and charter schools Public Access Defibrillator providers in accordance with Article 30, Section 3000-B of the New York State Public Health Law. Under Section 917 of the State of New York Education Law the noted entities must provide and maintain at least one AED in each school building effective September 1, 2002 and ensure that one staff person is trained in the operation and use of the AED.

ii. Law School’s Automatic External Defibrillator Program

Though not required by law to have an AED on its premises, the law school embraced this new technology as a part of its medical response program. Since May 22, 2000, the law school was licensed to possess and operate an AED. The law school has contracted with the New York University Hospitals Center AED Program to provide assistance with completing all governmental agencies and regulatory authorities registration documents and continuing oversight of the AED Program.

A new Powerheart AED Automatic G3 defibrillator was purchased in May 2005 and is located at the 47 Worth Street security desk. In July 2006, the law school received permission to expand its AED Program to include the floors occupied by the law school at 40 Worth Street. There are now two (2) additional Powerheart AED’s located in this building on the seventh and fourteenth floors respectively.

Article 30 of the New York State Public Health Law Section 3000-B outlines the requirements for those entities which are provides of Public Access Defibrillation. The law requires a medical provider (or Medical Director) to partner with a company that has an AED. The New York University Hospitals Center Emergency Department is the law school’s Medical Director. The responsibilities of the Medical Director include the establishment and maintenance of care guidelines, post incident debriefing with the AED operator and patient, and preparation and submission of required reports to the Regional Emergency Medical Service Council. New York University Hospitals Center also has a 24-hour telephone hotline which can be activated during an SCA incident.

The Assistant Vice President is the AED Coordinator and is the primary liaison between the law school and the Medical Director. His ongoing duty includes (i.) maintaining all equipment and

³⁰During SCA the heart rhythm is erratic or has stopped. An AED automatically analyzes heart activity. If a heart is beating abnormally (or in fibrillation), the AED would instruct the operator to press a button on the unit that would deliver an electric shock (or defibrillation) through the heart in its attempt to restore normal heart rhythm. The AED would continue to monitor the patient and prompt the operator if it is necessary to deliver another shock or to begin conducting CPR.

The success of defibrillation is time-dependent. A victim of SCA stands a good chance of surviving if defibrillation is performed within the first few minutes of a collapse. If defibrillation occurs within eight minutes of SCA, brain damage can be prevented and the patient will be sustained until the arrival of EMS staff.

³¹Named in memory of Lous J. Acompora, who was killed while playing lacrosse as a result of a syndrome known as “Commotio Cordis.” Commotio Cordis is a syndrome that results from a blunt impact to the chest which leads to cardiac arrest.

supplies,³² (ii.) scheduling recertification classes and conducting quarterly review classes, (iii.) forwarding incident data to the Medical Director, and (iv.) scheduling post incident debriefing sessions for any employees involved in an SCA incident.

3. Staff Training

On site staff who comprises the AED response team include the Assistant Vice President of Security & Safety and all full-time and several contract security officers. The staffs attended the New York State approved American Heart Association First Aid and CPR/AED training programs that included instruction on how to operate the AED, diagnose SCA, and conduct CPR. All are certified AED responders.³³

B. Reporting Medical Emergencies on Campus

If you or a fellow member of the community requires medical assistance, contact the security officer at the 47 Worth Street security desk on extension 2123. *Remember to tell the officer your location, who is injured, and what happened.* The officer will notify the Assistant Vice President of Security & Safety and/or a trained member of the staff who will respond to your location to provide medical assistance. If this is an emergency, the officer will contact the New York City Police Department 9-1-1 Operator (by use of the CityLink radio) to request EMS staff assistance. New York University Downtown Hospital is located at 100 William Street, and is a six minute car ride from the law school.

C. Non-Emergency Medical Care

New York Law School faculty, staff and students may obtain non-emergency medical care through Pace University's Primary Health Care Associates, University Health Care Unit (Health Care Unit). The Health Care Unit is located at 1 Pace Plaza, B Level West (at the intersection of Park Row- east of City Hall Park- and Spruce Street). The contact number is 212-346-1600. There are fees for all services and these must be paid at the time of service delivery. The Health Care Unit will provide you with a receipt, which you can submit to your insurance company for reimbursement.

To properly evaluate one's health care concerns during a visit to the Health Care Unit, the nurse practitioners will need to know your health history (including prescribed medications, any ongoing medical conditions or allergies) and why you are seeking medical help. After receiving this information, a nurse practitioner will conduct an examination, perform necessary lab tests, and discuss their findings. If medication is needed, the staff will write a prescription. For reasons of professional liability the medical staff cannot prescribe medications or order lab tests without conducting an examination.

The Health Care Unit is staffed by certified nurse practitioners who are qualified to diagnose and treat acute illnesses, help manage many chronic illnesses, and prescribe and dispense medications when necessary. Staff can also offer clients continuing and comprehensive health care: including complete physicals, family planning visits, nutrition, physical fitness, and stress management. Consulting physicians come to the Health Care Unit on a regular basis to see clients as needed. There is also a large referral listing of local

³²One AED is stored at the 47 Worth Street security desk and the other two are stored at the fourth floor 40 Worth Street security desk.

³³These classes were conducted by staff from the Center for Corporate Wellness at New York University Hospital Centers.

physicians and specialists.

1. Appointments are preferred

Office visits are by appointment and may be made by phone or in person. The Health Care Unit staffs prefer you schedule an appointment ahead of time; but they will try to accommodate walk-in visits. Problems that require immediate attention will be given priority.

2. Examples of conditions

Here are some examples of the kinds of problems that the Health Care Unit staff can address, and other problems where it would be better to see a physician or go to a hospital emergency room:

i. Health Care Unit non-emergency care

- colds, sore throats, ear infections, sinus problems, bronchitis, skin problems, urinary infections
- Pap smears, pregnancy tests, family planning, prevention and treatment of sexually transmitted diseases (both men and women)
- complete physical
- immunizations
- small wounds, burns, tetanus shots, removal of stitches
- when you are just not feeling well

ii. When a physician or emergency room visit is advised

- large wounds requiring stitches
- significant injuries such as bone fractures, or injuries from a motor vehicle accident
- serious medical conditions such as meningitis, cancer, and illnesses requiring the services of a medical specialist
- dental problems
- personalized health management programs in the areas of stress management, nutrition, and physical fitness

Your questions of whether or not the Health Care Unit staff can handle a medical problem can be discussed with one of the nurse practitioners. The nurse practitioner can either make an appointment at the Health Care Unit, or provide referrals to the appropriate health care provider.

D. Mental Health Care

The law school has provided counseling services to students through an off-site mental health consultant for more than 20 years. We strongly encourage students who may feel the need for professional counseling to contact staff in the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851).

Emotional support is also available through Student Counseling Services (SCS). To schedule an appointment call SCS staff between the hours of 9:00A.M. to 5:00P.M. 24 hour coverage is available in the event you urgently need to speak to someone on the telephone. In both instances, contact SCS staff at 212-935-3030. You should identify yourself as a New York Law School student. SCS is a confidential service located in midtown Manhattan and there is no charge to students. Staff at SCS are not New York Law School employees, and New York Law School does not receive personally identifiable information about individual students.

SCS is not just a resource for major problems. It is also a resource for ideas and strategies for managing all aspects of your life. They can offer assistance with the following issues:

Academic Performance
Alcohol & Drug Use
Child and Elder care
Depression
Family Problems
Financial Difficulties
Grief & Loss
Health & Fitness
Legal Problems

Lesbian, Gay, Bisexual, & Transgender Support
Managing Family and School
New to New York and/or the United States
Personal Growth
Personal Problems
Returning to School
Roommate Problems
Stress
Time Management

Do not hesitate to contact staff in the Office of Student Life or at SCS.

VII. PERSONAL SAFETY AND SUBSTANCE ABUSE EDUCATION PROGRAMS

The community was informed of program events by electronic mail, voice mail, articles in This Week At New York Law School, flyers, electronic bulletin board, and conventional bulletin board postings.

A. Personal Safety

Through the department's Safety First program, the Assistant Vice President has provided community wide safety programs. Handouts and postings provide a visual reminder, and seminars provide opportunities to discuss safety concerns, share personal experiences, and learn techniques for remaining safe. The goal is to reduce one's chance of becoming a victim of a crime by focusing on ways to place personal safety *first*. Periodic safety reminders were included in This Week At New York Law School and presented on the student center electronic bulletin board. Handout safety materials and the most recent copy of this annual report are also available from the literature rack opposite the ATM at the first floor 53 Worth Street first floor. The Office of Security & Safety, Office of Student Life, Office of Human Resources, various student organizations, and representatives from the New York City Police Department co-hosted these events.

1. *Safety First Programs*³⁴

i. *Safety-On-The-Run & Safety Partners*

a) **Department information session**

On Wednesday, October 19, 2005, the Assistant Vice President of Security & Safety conducted an information session for staff. The session was one of several organized by staff in the Office of Human Resources which focused on the duties and responsibilities of the department and their staff. Besides discussing the duties and responsibilities of the security staff, the Assistant Vice President also provided an overview of this annual report and the Office of Security & Safety web-site. He also answered questions raised by those in attendance and provided health and safety brochures.

b) **Personal Safety/Sexual Assault Prevention**

On Wednesday, March 29, 2006, the Assistant Vice President of Security & Safety and a representative from the New York City Police Department's Special Victims Liaison Unit provided general safety information at a table in the 53 Worth Street lobby. This *Safety Partners* crime prevention meeting

³⁴ *Safety First* Personal Safety Education Series:

Safety-On-The-Run

A short self-viewing video and access to "Grab-and-Go" information.

Safety Partners

Programs co hosted with employees of the New York City Police Department.

Safe Youth

Health and/or safety video and discussion on Bring Your Child To Work Day.

All forums are designed to enlighten the community on ways to stay secure and safe at or away from the law school, and stimulate discussion and thought on these issues

offered handout information and included various brochures on personal safety and sexual assault as well as an opportunity to discuss personal issues with NYPD personnel. These same materials were made available through the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851) and the Office of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131).

B. Substance Abuse Prevention & Education

Entering first year students were required to attend a one day stress management and substance abuse prevention program. The sessions are a part of the Lawyers Assistance Program of the New York State Bar Association. They were held on Wednesday, October 26, Friday, October 28, and Monday, October 31, 2005.

The Assistant Vice President also spoke with staff from the Center for Corporate Wellness of the New York University Hospital Centers about the development of future substance abuse education and prevention programs. These events will be offered through the law school's *Alternative Choices* Program³⁵.

C. Additional Information

1. Personal Safety

Fire safety awareness was promoted during National Fire Prevention Week (October 9 - 15, 2005). A brief article which described the origins of National Fire Prevention Week was included in This Week At New York Law School (and at the Office of Security & Safety internet web-site <http://www.nyls.edu/pages/2931.asp> and brochures which describe fire safety tips were made available to the community from the security posts. Periodic personal safety and holiday advisories from the New York City Police Department were also electronically mailed and documented in the weekly publication This Week At New York Law School.

Following the summer drill the Assistant Vice President distributed copies of the Office of Emergency Management's brochure Ready New York: A Household Preparedness Guide. Copies of the guide were made available to students at the literature rack, opposite the ATM at the first floor of 53 Worth Street or from the Office of Emergency Management web site at http://www.nyc.gov/html/oem/html/ready/household_guide.shtml

2. Substance Abuse

Brochures which describe the danger of drug and alcohol abuses were made available to the community at the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851) and the Office of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131).

³⁵A seminar where the community can learn and discuss substance abuse prevention and education.

VIII. CRIME PREVENTION SUGGESTIONS

Your personal safety when you are away from, traveling to, or at the law school is of concern to us.

A. When you are away from the Law School

When you travel, try to be in the company of others and BE SURE TO . . .

1) Maintain visibility.

Walk in the middle of the sidewalk away from any dark and hidden doorways, parked cars, subway entrances, and away from other locations where visibility may be impaired.

2) Avoid shortcuts and deserted areas.

Study the neighborhood surrounding the law school and your home. Walk on well lighted and busy streets where there are pedestrians and vehicular traffic. Stay alert. Walk briskly and confidently. Trust your intuition. If you feel uncomfortable, leave the area immediately.

3) Use cash machines only during daylight hours.

Use cash machines during daytime hours. If you must use a machine at night, find one that is located near a busy intersection (or use the cash machine at the law school). Small amounts of cash should be carried and divided between clothing pockets and a handbag or briefcase. Do not count or display money in a way which attracts attention. Be especially careful in the use of bank card account codes, to avoid being overheard or allowing the code to be seen.

4) Be alert when using calling cards.

Be aware of the persons near you when using a pay telephone. Do not place a wallet, handbag or telephone calling card on any exposed surface, including a shelf under the phone. Be especially careful in the use of calling card account codes, to avoid being overheard or allowing the code to be seen.

5) Avoid dark or deserted public transportation facilities.

When waiting for a bus or train, wait at a busy stop where there are other persons and when waiting for the train, use the off-hour waiting area. Have your fare ready and do not fumble or hunt for change at the last minute. On the train, wait or ride near transit personnel.

6) Avoid overloading your arms with packages or other items.

Handbags should be carried over the shoulder, close to the body. Wallets are safer in front pockets. (If you choose to place your wallet in your back pocket, wrap a rubber band around it. This will make it more difficult for a pickpocket to remove.)

7) Avoid wearing expensive jewelry and clothes.

When possible, wear comfortable clothing and dress casually. Avoid shoes and clothing that restrict mobility.

8) Have your door keys handy.

Always have your door keys in your hand before you arrive at your home. Check that you have locked the door after entering and before leaving your home.

9) Call for help.

If an uncomfortable situation confronts you, cross the street or change direction. Go to a well populated or lighted area. Do not ignore the person following you– look back to acknowledge his or her presence. Do not hesitate to scream or yell "FIRE" to attract attention. (It can be more effective in getting the attention of others.)

10) Relinquish personal and valuable property to avoid personal injury.

Do not struggle to protect personal and valuable property. Relinquish wallets and hand bags and note details about the person(s) that you could provide to police officers.

11) Do not hesitate to report suspicious persons, activities, conditions, or crimes.

TABLE 13- TRI-STATE TERRORISM REPORTING HOTLINES

Outside authority	Contact numbers
New York	
New York City Police Department Terrorism Hotline http://www.nyc.gov/html/nypd/html/terrorismhl.html	888-NYC-SAFE (888-692-7233)
New York State Office of Public Security http://www.state.ny.us/security/	Terrorism Hotline 866-SAFE NYS (866-723-3697)
New Jersey	
New Jersey Department of Homeland Security http://www.state.nj.us/njhomelandsecurity/	866-4-SAFE-NJ (866-472-3365)
Connecticut	
Connecticut Department of Public Safety http://www.state.ct.us/dps/	866-HLS-TIPS (866-457-8477)
Pennsylvania	
Pennsylvania Terrorism Tip Line http://www.psp.state.pa.us/psp/cwp/view.asp?a=3&Q=109049	888-292-1919

B. While at the Law School

Remember to present your photo identification card to the officer on duty when entering the facilities and carry it with you at all times. Personal safety is everyone's responsibility. *Do not hesitate to report suspicious persons, activities, conditions, or crimes to a security officer (X2123) or the Assistant Vice President of Security & Safety (X2837).* Help us keep the law school facilities secure and your personal and valuable property secure by doing the following:

1) Do not leave personal and valuable property unattended.

Always take purses, briefcases, and other personal and valuable property with you when you leave an area accessible to others (even private offices, if kept unlocked). Do not leave personal property unattended.

2) Place hand bags and other carry bags where you can see them.

Do not leave hand bags on the floor or hanging on the back of a chair. Do not place other carry bags in a location where you cannot see them. Always place these items in front of you or on your lap.

3) Lock all doors you open.

Lock all doors when you leave your office. Lock back the door upon leaving a shared office area.

4) Check that the lock on your locker is secure.

Take a few minutes to check that the lock on your locker is secure before you leave the area.

5) Keep all locked rooms secure.

Do not allow access to any individuals if you are not certain that they normally would be permitted to enter the building or a specific office area.

6) Do not exit through doors which are normally closed.

When entering and leaving the law school, only use the main entrance doors that are officially open and monitored by security officers. Do not exit through doors which are normally closed except during an emergency evacuation of the buildings. *Do not prop locked doors open because you will seriously compromise the security of the law school community.*

7) Do not open locked service entrance doors.

There is a two-way intercom near the service entrance doors which enables the person at the exterior of the building to speak to an officer at the 47 Worth Street security desk. If the person outside asks you to open the door, *do not open the door because you could seriously compromise the security of the law school community.*

8) Inform the security staff of your whereabouts.

Notify the security officer at the 47 Worth Street security desk on extension 4184 if you are working in an office after the buildings have officially closed. If you do not inform the security officer she or he will not know to contact you should and an emergency arises.

9) Report all breaches of security.

Do not hesitate to contact the Office of Security & Safety or a security officer if you observe suspicious individuals, activities, or situations.

10) Laptop computer security.

When using, transporting, and storing a laptop computer, treat it as you would cash:

a) Do not leave it unattended even for a brief moment.

b) When transporting, avoid placing it on the floor.

c) Back up all important information periodically to ensure availability in the event of theft. [See Attachment J- Data Security Advisory on page 99.]

d) Store it in a secure location where few persons would have access.

e) Carry the laptop in a padded backpack or other case which would disguise the contents.

- f) Consider purchasing laptop security devices.
- g) For information about and to report a cyber crime, contact the New York City Police Department Detective Bureau through your local precinct: <http://www.nyc.gov/html/nypd/html/db/cyber.html>

IX. SEXUAL ASSAULT PREVENTION

While New York Law School has not had a history of any reported sexual assault, we strongly encourage awareness of the issue and the taking of all necessary precautions. New York State Education Law Section 6450(1)(a) requires all post secondary institutions to provide incoming students information about sexual assault prevention. The information provided in this section will help you understand the seriousness of this type of crime and the resources available to victims of sexual assault. *Sexual assault is a crime which must be reported.*

A. Introduction

1. **General Information**

A sexual assault is an action by one person against another without their consent. Sex by force is a crime that is punishable by law. [See also Attachment A on page 83 for a definition of sexual assault offences.]

i. **Rape**

Rape is vaginal, anal, or oral penetration involving force or threat of force.

ii. **Sodomy**

Penis to an anus, penis to mouth, and/or mouth to a vagina.

iii. **Sexual Abuse**

The touching of intimate parts (e.g., breasts, groin, buttocks).

iv. **Aggravated Sexual Abuse**

The insertion of a finger or foreign object into the vagina, urethra, penis, or rectum of another person and causing physical injury.

2. **Myths**

Sexual assault is unacceptable regardless of the prior or current relationship of the perpetrator and the victim. There are several myths about sexual assault. Some of the more common ones are noted below.

Sex crimes are crimes of passion. FALSE

Every sex crime is a crime of violence, anger, and power.

Sexual offenders commit these crimes to have quick sex. FALSE

Sex offenders get gratification from intimidating, humiliating, and degrading their victims. Many sex offenders are married or already involved in relationships where they can freely engage in sexual relations.

People who dress “sexy” provoke sexual assault and/or only certain types of persons are sexually assaulted. FALSE

People of both sexes, all ages, professions, and styles of dress have been sexual assault victims.

People can easily avoid situations that can lead to rape. FALSE

People have been raped in environments where they have felt safe and by someone they thought they could trust.

It is easy to tell who is a sex offender. FALSE

Sex offenders come from all walks of life and ethnic backgrounds. A sex offender can be anybody: male, female, married, a friend, or relative.

No one can be sexually assaulted against their will. FALSE

The fear and threats of violence (e.g., death to oneself or a loved one, disfigurement) a sexual offender instills in the victim can immobilize anyone.

3. Drug-Induced Rape

Citing a growing trend by rapists to use drugs to overpower their victims, Congress passed the Drug-Induced Rape Prevention and Punishment Act of 1996 [21 U.S.C. Sec. 841(b)(7)]. This Act provides for penalties up to 20 years imprisonment for any person who distributes a controlled substance, such as Gamma-hydroxybutyrate (GHB) or Rohypnol (Flunitrazepan), to a person with the intent to commit a crime of violence, including rape. The distribution of a controlled substance is already a federal crime. However, this Act provides for greater penalties under federal law when these substances are used during a violent crime.

i. GHB, Rohypnol, & Ketamine

GHB and Rohypnol are two major drugs which are widely used to incapacitate victims so that they cannot resist the actions of a rapist and so have been called “date rape drugs.”³⁶

a) GHB (Street names: GHB, Liquid Ecstasy, Liquid X, Georgia Home Boy, just to name a few)

GHB creates a feeling of deep sedation and produces effects similar to alcohol. When mixed with alcohol, GHB can cause loss of consciousness, coma, difficulty breathing, or death.

b) Rohypnol (Street names: Roofies, Roach, Mind Eraser, just to name a few)

Rohypnol produces profound and prolonged sedation, drowsiness, a feeling of well-being, and short-term memory loss. The primary pattern of abuse involves mixing these drugs with alcohol. Also, Rohypnol can be lethal when mixed with alcohol and/or other depressants.

c) Ketamine (Street names: Special K, Ket, Vitamin K, Kit Kat, just to name a few)

Ketamine is a general anesthesia which creates a feeling of euphoria, distort judgement and communication, and has been known to result in loss of consciousness. The powdered form can be

³⁶ Date or acquaintance rape is where a victim is forced or coerced by someone they know to have sex.

snorted, mixed into drinks, or smoked. The liquid form can be injected or inserted into liquid drinks.³⁷

ii. Safety Tips

1) Get your own drinks & watch your drink at all times.

Do not accept any beverage (especially alcoholic beverages) from someone you do not know or trust. At a bar, accept a drink from a bartender or wait staff only. Always watch your drink at bars and parties- *never leave your drink unattended*. Don't drink anything that has an unusual taste or appearance (e.g., salty taste, excessive foam, or an unexplained residue). Do not share or exchange drinks. Always drink responsibly- not to the point of intoxication.

2) Look out for yourself and others.

Go out with a group of friends and watch out for one another. Should a friend appear more inebriated than they should be (considering the amount of alcohol consumed), closely monitor their behavior. Do not hesitate to seek medical assistance (call 9-1-1) if a person is difficult to awaken, appears to have difficulty breathing, or is behaving in an uncharacteristic way.

3) Be aware of your surroundings.

Keep a general eye on your immediate area. Always check the location of exit doors upon entering a new space so that you know all available means out should an emergency arises.

4) Watch your personal and valuable property.

Don't carry excessive cash. Protect your wallet, money, and other valuable property.

5) Socialize in a public setting.

If you feel pressured into having sex or are made to feel afraid, you have the right to protest, leave, and get to a safe place. This is far easier to do in a public setting. Always trust your instincts.

6) Get to know a person and introduce them to others.

When meeting persons for the first time, meet them in a public place and get to know as much about them as possible. Introduce them to friends and/or the bartender. Look for unique traits (e.g., tatoos, scars, jewelry). To prevent becoming a victim of a "pick-up crime,"³⁸ always take the time to get to know a person first.

7) Trust your gut feelings.

Don't leave anywhere with a person you feel uncomfortable about.

8) Communicate your sexual desires and limits clearly.

Know your limits. Say what you mean and mean what you say. Respect someone when they say "no" *and believe what they say*. A person has the right to change their mind *at any time*. Sex by force is a crime that is punishable by law- *even where the person is familiar to you*.

B. Reporting Sexual Assaults

³⁷GHB (also referred to as Liquid Ecstasy, G, and Grievous Bodily Harm) dissolves in a liquid and has a slightly salty taste, but otherwise is colorless and odorless. Rohypnol (also referred to as Roofies or Roaches) dissolves in a liquid. Rohypnol's formula has been changed so that it is more detectable in liquids (it may take time before this version is on the streets). In light colored drinks, the beverage will turn dark blue; and in dark colored beverages, it will appear cloudy. It will also take longer to dissolve. Other information about the impact of drugs on people can be obtained from the National Institute on Drug Abuse at www.nida.nih.gov/

³⁸A pick-up crime occurs when the victim meets someone who shows an interest in them (or "picks them up"), and a crime is committed against the victim where they meet or at a private location.

1. What you should do

If you become a victim of a sexual assault, you are advised to do the following:

i. Report the incident

Students are strongly encouraged to report any alleged sexual assault to staff in the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851), the Assistant Vice President of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837), a security officer (212-431-2123), any law school administrator, faculty member, or campus security authority.

The New York City Police Department has a special sex crime's liaison squad. The 24 hour hotline number is 212-267-RAPE (7273). A female officer will not necessarily be assigned, but officers of both genders have been trained to respond in a sensitive manner to a victim of sexual assault. Try to remember as many details of the attack, the appearance and actions of the attacker, and any other information as you can because this information will help the Police Department with their investigation. The New York City Police Department can also be contacted by dialing 9-1-1. Gay, lesbian, bisexual, or transgendered persons may also choose to contact the New York City Anti-Violence Project's 24 hour hotline at 212-714-1141. [For a list of other resources, see Table 4 on page 14.]

Any of the above noted law school personnel can provide assistance with reporting an incident to officers at the New York City Police Department. *Do not blame yourself for what happened. Seek help. By reporting this crime you may prevent another person from being attacked.*

ii. Preserve evidence

Do not bathe, wash, shower, douche, brush teeth, comb your hair, change clothes, or clean-up, as these actions could destroy evidence of the attack. Do not touch, move, or destroy any articles that may provide evidence.

iii. Get medical attention

At the hospital, inform the examining physician of the exact acts committed. She or he will examine you in a private room (no police officer will be present). The physician will note any bruises, injuries, bleeding, lacerations, both internal and external, and test for sexually transmitted diseases.

iv. Seek support

Seek out support from a friend, family member, staff, or a faculty member. We strongly encourage victims of sexual assault to contact staff in the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851).

Emotional support is also available through Student Counseling Services (SCS). To schedule an appointment call SCS staff between the hours of 9:00A.M. to 5:00P.M. 24 hour coverage is available in the event you urgently need to speak to someone on the telephone. In both instances, contact SCS staff at 212-935-3030. You should identify yourself as a New York Law School student. SCS is a confidential service located in midtown Manhattan and there is no charge to students. Staff at SCS are not New York Law School employees, and New York Law School does not receive personally identifiable information about individual students.

2. Procedures for campus disciplinary action

If a complaint of sexual assault is filed against a fellow student, it will be submitted to the Law School's Academic Responsibility Committee. The complainant and the accused will be permitted to have an attorney or other advisor present during the hearing on the complaint. The duties and responsibilities of the committee are described in the New York Law School Code of Conduct and Academic Responsibility: Rules and Procedures. To the extent required and permitted by law, the complainant and the accused will be given notice of the outcome of the disciplinary hearing on the complaint.³⁹ Student complaints of sexual misconduct against employees of the law school should be filed with the Office of the Associate Dean for Finance and Administration (Office: 57 Worth Street, Room M2, 212-431-2880).

Sexual assault victims are strongly encouraged to promptly report a sexual assault to the New York City Police Department. Law school disciplinary proceedings are independent of a criminal or civil proceeding. They may also occur before, during, or after independent sexual assault proceedings.

C. Prevention Programs and Additional Information

The New York City Police Department has published a brochure entitled "Safeguards Against Sexual Assault." It lists many ways to protect oneself from sexual assault and describes how to respond should an incident occur. You may obtain a copy of this and other safety brochures from the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851) or the Office of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131).

The Office of Student Life and the Office of Security & Safety have hosted personal safety programs on a variety of perspectives. This past year the Office of Security & Safety's *Safety First* program included several representatives from the New York City Police Department who discussed personal safety issues. [See Chapter VII. Personal Safety and Substance Abuse Education Programs. Section A. Personal Safety. on page 65.]

³⁹Sanctions which may be imposed following a final determination of an institutional disciplinary *proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense* include expulsion, suspension, reprimand, permanent notation on the record of the student, and/or restitution. A more detailed description of disciplinary proceedings are outlined in the New York Law School Student Guide under the section- Codes of Conduct and Academic Responsibility : Rules and Procedures. A copy of the Handbook is issued to each student at the beginning of the academic year by staff in the Office of Student Life.

X. RELATED POLICIES AND CODES OF BEHAVIOR

A. Sexual Harassment Code

Incidents of sexual harassment are prohibited at the law school, and any complaint concerning this prohibited behavior will be investigated promptly and thoroughly. The complete Sexual Harassment Code appears in the New York Law School Student Guide and also has been circulated to faculty and staff by the Human Rights Review Board and is available through the Offices of Human Resources and Student Life. The Board is empowered under the Sexual Harassment Code to hold hearings regarding cases of alleged sexual harassment and to make recommendations to the Dean regarding findings and appropriate sanctions. Students who feel this principle have been violated should contact the Associate Dean for Professional Development (Office: 57 Worth Street, Room 521, 212-431-2894), and faculty and staff should contact the Assistant Vice President of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131).

B. Human Rights Policy

"New York Law School brings together in common pursuit of its educational goal's persons of many nations, races and creeds. The law school is guided by the precepts that in no aspect of its programs will there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, sexual orientation, or any other classifications that deprive the person of consideration as an individual, and that equal opportunity and access to facilities will be available to all. This principle is expected to be observed in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. Under the Policy on Human Rights, faculty, staff and students have a right to be free from sexual harassment, including actions and words which a reasonable person would regard as sexually harassing or coercive."

The New York Law School community condemns offensive behavior on the part of any member of the law school community that exhibits blatant disrespect for individual rights. Unacceptable behavior includes defacement of posters, announcements for programs and events, or other posted materials. Defacing posted materials in this way is behavior that violates the Law School's Code of Academic Responsibility, and any student found to have committed such an act will be subject to discipline under that Code and by action of the Dean. Appropriate disciplinary action will be taken, as well, with regard to any staff member found to have committed such an act.

Anyone with information about defacement of posted materials or any other type of harassment should contact the Senior Director of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851) or the Associate Dean for Professional Development (Office: 57 Worth Street, Room 521, 212-431-2894).

C. Drug and Alcohol Policies

The Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and Section 1213 of the Higher Education Act require institutions that are recipients of federal funds to implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. It is also in the interest of the entire New York Law School community to maintain and

encourage an environment for learning that is free from the impairments associated with drug and alcohol abuse.

1. Student Drug and Alcohol Policy

The law school is committed to a drug-free learning environment. The law school, while recognizing the privilege of students of the age of 21 to consume alcoholic beverages, requires students to do so responsibly and in accordance with applicable New York State and New York City law, as well as the New York Law School alcohol policy outlined below.

Drug and alcohol abuse can lead to severe health problems, including ones that are life threatening, accidents on and off the job, and an unsafe environment for fellow members of the law school community. The law school encourages all students experiencing problems with drug or alcohol abuse to seek confidential help. Any student having such problems can contact the Office of Student Life for confidential information about treatment programs and/or self-help groups.

Emotional support is also available through Student Counseling Services (SCS). To schedule an appointment call SCS staff between the hours of 9:00A.M. to 5:00P.M. 24 hour coverage is available in the event you urgently need to speak to someone on the telephone. In both instances, contact SCS staff at 212-935-3030. You should identify yourself as a New York Law School student. SCS is a confidential service located in midtown Manhattan and there is no charge to students. Staff at SCS are not New York Law School employees, and New York Law School does not receive personally identifiable information about individual students.

ii Illegal Drugs

In accordance with federal and state laws, no student may possess, use, or distribute any illegal drug on New York Law School premises or at official law school functions. Any instances of illegal drug distribution, or possession for distribution, will be referred to local authorities. If convicted, permanent notation will be placed in the student's file and will be forwarded to the appropriate Bar Certification Committee. Students convicted of possession, use, or distribution of illegal drugs also may be subject to disciplinary action by the Academic Responsibility Committee and the Dean. These actions include, but are not limited to, one or more of the following: expulsion, suspension, reprimand and permanent notation on the record of the violator. (The Code of Academic Responsibility and accompanying procedures are set out in the New York Law School Student Guide.)

ii. Alcohol

The use of alcohol will be permitted on New York Law School premises or at official law school functions only in accordance with the following guidelines:

- 1) No person less than 21 years of age may be served an alcoholic beverage.
- 2) No visibly intoxicated person may be served an alcoholic beverage.
- 3) The Office of Student Life must be informed when alcohol will be served at a student-sponsored event.
- 4) At each event at which alcohol is served, one or more students must be designated as

responsible for the enforcement of the New York Law School Alcohol Policy. A member of the Office of Student Life staff will meet with those students before each event where alcohol is served to insure that the responsible student(s) understands the policy. The student(s) responsible for the event must inform the Office of Student Life of the number of guests expected and the amount of alcohol to be purchased. The Office of Student Life reserves the right to limit the amount of alcohol purchased for an event.

- 5) Food and non-alcoholic beverages must be served at any event at which alcoholic beverages will be served.
- 6) Alcoholic beverages, when served, may be consumed only in "public areas" of the law school designated for the event in question. These areas may include the Shepherd and Ruth Broad Student Center (which comprises the student cafeteria, lounge, and student office areas), the Ernst Stiefel Reading Room, and the Harry H. Wellington Conference Center. Law Review offices, Moot Court offices, and student organization offices are not considered "public areas" for these purposes. Permission for exceptions to this rule must be requested through the Office of Student Life on an individual basis.
- 7) Alcoholic beverages may not be stored in Law Review offices, Moot Court offices, or student organization offices.

Students found to be in violation of the above policy may be referred to the Academic Responsibility Committee for disciplinary action in accordance with the Academic Responsibility Committee's procedures. These actions include but are not limited to one or more of the following: expulsion, suspension, reprimand and permanent notation on the record of the violator.

Advertisements should not encourage the misuse of alcohol and if necessary any such materials will be removed from law school property where they appear.

iii. Actions for handling impairment at a Law School event

- 1) If a student observes that another individual is impaired by the use of drugs or alcohol at a law school event, that student should alert the student(s) responsible for the event at which alcohol is served and/or a member of the law school staff.
- 2) No seriously impaired individual should be allowed to leave the law school premises by him/herself. If no funds for a taxi are available, the responsible student(s) should contact a security officer. Under no circumstances should an impaired individual be allowed to drive.
- 3) If an individual is impaired to the point where medical attention may be required, the responsible student(s) should contact a security officer to request an ambulance.

2. Faculty and Staff Substance-Abuse-Free Workplace Policy

Each member of the faculty and staff is required to comply with the terms of this policy as a condition of employment. Individual grant recipients and contractors are required by the federal government to certify, in writing, that they will not use unlawful controlled substances in the workplace.

i. Prohibited conduct

- 1) The abuse of alcohol while on law school premises or while engaged in law school business.
- 2) The unlawful manufacturing, distribution, dispensation, possession, or use of any controlled substance within the scope of this policy at the law school or while engaged in law school business.
- 3) The abuse of any illegal drugs or alcohol [that results in impaired performance even though the actual abuse does not occur in the workplace.] within the scope of this policy even while not engaged in law school business.
- 4) The failure to notify New York Law School of any conviction for a violation of any criminal drug statute occurring in the workplace within five days of the conviction. Members of the faculty are required to notify the Associate Dean for Faculty Development (Office: 53 Worth Street, B304, 212-431-2392). All other employees are required to notify the Assistant Vice President of Human Resources (Office: 41 Worth Street, First Floor, 212-431-2131).

New York Law School is required to notify the appropriate federal funding agency or agencies within ten days of receiving notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

ii. Consequences

If a member of the faculty or staff engages in any prohibited conduct, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal. Furthermore, although New York Law School may offer help to employees to address their substance abuse problems, nothing in the policy will ultimately insulate an employee from the consequences of unprofessional conduct, poor work performance, or attendance problems that may have been induced by the abuse of drugs or alcohol up to and including dismissal.

iii. Information toward a Substance-Abuse-Free Workplace

New York Law School recognizes that some forms of drug and alcohol abuse are viewed as illnesses. As a step toward encouraging members of the faculty and staff to seek treatment, New York Law School *will not impose discipline on any member of the faculty or staff solely on the ground that the individual has acknowledged a drug or alcohol-related problem and sought help.* The health insurance benefits offered by New York Law School may cover some part or all of the cost of rehabilitation or therapy. Information about these options is available from the Assistant Vice President of Human Resources. To achieve a substance-abuse-free workplace, New York Law School also provides information relating to substance abuse awareness as a regular part of its new employees' orientation and internal communications programs. The Office of Human Resources staff will make this information available through periodic memoranda, articles in [This Week At New York Law School](#), and brochures.

TABLE 14- DRUG AND ALCOHOL SUPPORT RESOURCES

Organizations	Confidential 24 hour Hotlines
Alcoholics Anonymous http://www.alcoholics-anonymous.org/	212-647-1680
AlAnon/Alateen http://www.al-anon-alateen.org/	212-941-0094
Cocaine Anonymous http://www.ca.org/	800-262-2463
Narcotics Anonymous http://www.na.org/	212-929-6262
New York City Lawyers Assistance Program (The Association of the Bar of the City of New York) http://www.abcny.org/LawyersAssistance/index.htm	212-302-5787
Drug Abuse Information Line http://www.edalliance.org/substanceabuse/drginfol.html	800-522-5353

D. Weapon Possession Policy

1. New York State Law

In accordance with New York State Penal Law Article 265 Section 265.01, it is a crime in New York State to possess a rifle, shotgun, air gun (including BB guns), spring gun, or other firearm when in the buildings or on the grounds of any school, college, or university, even if you have a valid New York State firearm permit⁴⁰. It is also a crime to possess karate sticks (nunchaku), daggers, switchblades, locking butterfly knives, stun guns, and any other instruments that are deemed unlawful.

2. Law School Policy

It is a violation to possess, carry, or use firearms,⁴¹ including rifles, shotguns, and other assault and automatic weapons, ammunition, explosive devices of any description, other dangerous weapons, instruments, or substances on owned or leased New York Law School property, or at any event sponsored by New York Law School on any other property. This policy applies to weapons carried about the person or stored within any parked vehicle on law school property. Also included as dangerous weapons are harmless instruments that are designed to look like or may be used by a person to cause fear and/or produce bodily harm. New York Law School reserves the right to further determine the definition of a weapon and may prohibit other devices on an individual basis.

⁴⁰New York State Penal Law Article 265 §§ 265.01 Criminal Possession Of A Weapon In The Fourth Degree.
A person is guilty of criminal possession of a weapon in the fourth degree when: ... (3) He knowingly has in his possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned and maintained by the State University of New York college of environmental science and forestry, without the written authorization of such educational institution; ...

⁴¹New York Penal Law Article 265 §§ 265.00 Definitions
As used in this article and in article four hundred, the following terms shall mean and include: ... 3. "Firearm" means (a) any pistol or revolver; or (b) a shotgun having one or more barrels less than eighteen inches in length; or (c) a rifle having one or more barrels less than sixteen inches in length; or (d) any weapon made from a shotgun or rifle whether by alteration, modification, or otherwise if such weapon as altered, modified, or otherwise has an overall length of less than twenty-six inches...

i. Students

Students found to be in violation of the above policy may be found in violation of the New York Law School Code of Academic Responsibility and referred to the Academic Responsibility Committee for disciplinary action in accordance with the Committee's procedures⁴². These actions include but are not limited to one or more of the following: expulsion, suspension, reprimand, permanent notation on the record of the violator. The law school will report the violation to local law enforcement authorities.

ii. Faculty, Staff, and other employees

If a member of the faculty or staff is found to be in violation of the above policy, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal and promptly reporting this violation to local law enforcement authorities.

This policy also applies to all other contract and non contract employees (except where exempted) who provide services on owned or leased law school property. Individuals who violate this policy will be promptly reported to local law enforcement authorities.

3. Exceptions to this policy

i. Law School student law enforcement officers

Sworn federal, state, or local law enforcement officers who are enrolled as New York Law School students and are authorized by their employer to carry a firearm may do so while on owned or leased law school property. Any law enforcement officer, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. The officer must also have in his or her possession at all times valid identification officially identifying them as law enforcement officers.

To be subject to this exception, law enforcement officers must submit a completed Firearm Registration Form for Law Enforcement Officers (See Attachment K, page 100.) and proof of law enforcement status by the end of the first week of classes each semester. A copy of this form may be obtained from the Office of Security & Safety (Office: 57 Worth Street, Room L2, 212-431-2837) or the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851). The completed form must be submitted to the Assistant Vice President of Security & Safety. The law school reserves the right to confirm law enforcement status with the noted employer. If the employment status is not confirmed, permission granted by this section to carry a firearm will automatically be revoked. Officers must promptly notify the Assistant Vice President of Security & Safety if your license to carry a firearm is revoked.

ii. Other law enforcement officers and armored vehicle guards

Sworn federal, state, or local law enforcement officers who are not enrolled as New York Law School students and licensed armored vehicle guards who are authorized to carry a weapon in the performance of his/her duties may carry firearms on their person when conducting official business on owned or leased law school property. Any law enforcement officer, not in full uniform, when carrying a weapon on

⁴²The Code of Academic Responsibility is set out in the New York Law School Student Handbook. Additional copies are available through the Office of Student Life (Office: 57 Worth Street, Fifth Floor, 212-431-2851).

his or her person, must carry the weapon in an inconspicuous manner. The officer must also have in his or her possession at all times valid identification which notes their law enforcement status.

4. Prop Weapons or Facsimiles

The use of a harmless instrument designed to look like a firearm, explosive, or a dangerous weapon in an instructional or entertainment re-enactment must first be approved by the Associate Dean of Academic Affairs (instructional- Office: 57 Worth Street, Room A207, 212-431-2842) or Associate Dean for Finance & Administration (event- Office: 57 Worth Street, Room M2, 212-431-2880). If approved, the Assistant Vice President of Security & Safety will be notified of the date, time, and location where the simulation will be held and the Assistant Vice President will notify all security staff prior to the start of the class or event. The professor or event host will make an announcement at the start of the class or event and a sign will also be posted at the entrance to the room noting that simulated weapons will be featured.

ATTACHMENT A

Crime definitions from the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) System

[59 FR 22320, Apr. 29, 1994, as amended at 64 FR 59073, Nov. 1, 1999. Redesignated at 65 FR 65650, Nov. 1, 2000]

1. Criminal Homicide

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

a) Murder and Non-Negligent Manslaughter

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

b) Manslaughter by Negligence

The killing of another person through gross negligence.

2. Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. May involve the use of a firearm, knife or cutting instrument, other dangerous weapon, or strong-arm, hands, fists, or feet.

3. Assault

a) Aggravated Assault

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

4. Burglary (Breaking or Entering)

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe cracking; and all attempts to commit any of the aforementioned. Maybe classified as forcible entry, unlawful entry (no force), or attempted forcible entry.

5. Larceny

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Maybe classified as: pocket-picking, purse-snatching, shoplifting, thefts from motor vehicles (except theft of motor vehicle parts and accessories), theft of motor vehicle parts and accessories, theft of bicycles, theft from buildings, theft from coin-operated device or machine, and all other larceny-theft not specifically classified.

6. Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.) Maybe classified as: automobiles, trucks and buses, and other vehicles.

7. Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Maybe classified as: structural, mobile, or other.

8. Weapons Law Violations

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

9. Drug Abuse Violations

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

10. Liquor Law Violations

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

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) System

[59 FR 22320, Apr. 29, 1994, as amended at 64 FR 59073, Nov. 1, 1999. Redesignated at 65 FR 65650, Nov. 1, 2000]

1. Forcible Rape

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.

a) Forcible Rape

The carnal knowledge of a person; forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

b) Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

c) Sexual Assault With an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

d) Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental incapacity.

2. Sexual Offenses- Non-forcible

a) Incest

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

b) Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Other crime definitions from Black's Law Dictionary

1. Arson

Maliciously setting fire to the buildings or property of another or of burning one's own property for some improper purpose.

2. Larceny

The taking and removing of another's personal property with the intent of permanently depriving the owner; theft.

3. Manslaughter

The unlawful killing of one human being by another without express or implied intent to do injury.

ATTACHMENT B

Incident Report Form



Office of Security & Safety
 57 Worth Street- Lower Level- Room L2
 New York, NY 10013-2960

Voice 212-431-2837
 Fax 212-274-9211

Print all information unless otherwise noted

General Information			
Report Date & Time		Report Number	
<u>Type of Incident</u> <input type="checkbox"/> Other _____	<input type="checkbox"/> Unauthorized Entry <input type="checkbox"/> Trespassing <input type="checkbox"/> Theft of Property	<input type="checkbox"/> Vandalism <input type="checkbox"/> Property Damage <input type="checkbox"/> Policy/Rule Violation	<input type="checkbox"/> Medical/Injury <input type="checkbox"/> Accident <input type="checkbox"/> Fire
<u>Details of Incident</u> (Include date, time, & location) <div style="height: 100px;"></div>			
<u>Compliant</u> (Employee, Student, Visitor, Contractor, Other _____)		<u>Suspect</u> (Employee, Student, Visitor, Contractor, Other _____)	
Name		Name	
Social Security Number		Social Security Number	
Department or Address		Department or Address	
Telephone Number (including area code)		Telephone Number (including area code)	

<u>Description of Incident</u> (If property is involved, include article description and approximate value. Attach additional sheets if necessary. Total number of sheets, including this one, _____.)		Date Stamped Received
Witnesses		
Name	Name	
Department or Address	Department or Address	
Telephone Number (including area code)	Telephone Number (including area code)	
Law School Security Staff		
Officer Name	Officer Name	
Signature	Signature	
Date & Time	Date & Time	
New York City Police Department Personnel		
Precinct Number	Date & Time of Arrival	
Officer's Name	Officer's Name	
Shield Number	Shield Number	
New York City Fire Department Personnel		
Engine Battalion	Date & Time of Arrival	
Chief's Name	Officer's Name	
Shield Number	Shield Number	
Emergency Medical Service Technician (EMS) Personnel		
Hospital or FDNY Ambulance	Date & Time of Arrival	

Technician 1 Name	Technician 2 Name
Shield Number	Shield Number

REVISED 09/02

ATTACHMENT C



Property Removal Pass

A Property Removal Pass must be submitted to the officer at the 47 Worth Street security desk before law school property is removed from the facilities.

Print all information unless otherwise noted

Name	Date
Department	Extension
Description of the property (continue on the reverse side if not sufficient space here)	
Approval is required by a supervisor or department head	
Name	Date
Signature	
This section will be completed by the officer at the 47 Worth Street security desk.	
Officer's Name	Date
Officer's Signature	Time
Comments	Date Stamped Received

ATTACHMENT D



Campus Crime Log

Reporting Period: September 1, 20XX - August 31, 20XX

Report number	IncidentDate	Incident Time (hours)	Type of crime	Location of crime	Description/Security Response	Status
Sample 001	39546	1450	Larceny	57/2nd floor	Student left backpack on study table with wallet inside- when she return all items are in bag but not wallet; after search of building trash cans, stairwells, and other open rooms, items not found. Student advised to contact NYPD and terminate credit and charge cards.	CLOSED

ATTACHMENT E

TOTAL REPORTED ON-CAMPUS CRIME STATISTICS (February 1, 1987 - August 31, 2005)

Categories/ Reporting Period	09/01/04- 08/31/05	09/01/03- 08/31/04	
Campus: 47, 53, and 57 Worth Street and 240 Church Street			
Burglary	1- 47 Worth 1- 240 Church	3- 47 Worth 1- 57 Worth 1- 240 Church	
Larceny	0	0	
Non-Campus: 40 & 41 Worth Street			
Burglary	0	0	
Larceny	0	1- 41 Worth	
Non-Campus: Student Residence- 81 East Third Street			
Burglary	0	-	
Larceny	0	-	
Public: Parking Lot (Vehicles)			
Burglary	0	0	
Larceny	0	0	
Public: Sidewalk			
Attempted Assault	1	0	
Other	0	0	
Public: Parking Lot (Bicycles)			
Burglary	0	0	
Larceny	0	0	

Totals	3	6
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TOTAL REPORTED ON-CAMPUS CRIME STATISTICS (February 1, 1987 - August 31, 2005)

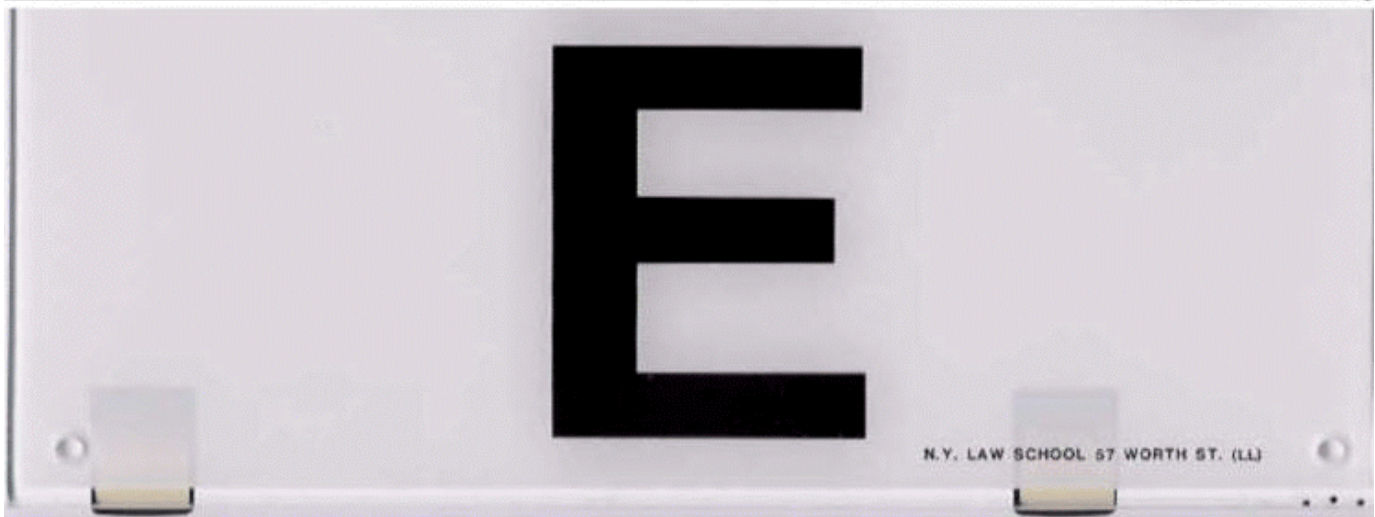
Categories/ Reporting Period	09/01/02- 08/31/03	09/01/01- 08/31/02	09/01/00- 08/31/01	09/01/99- 08/31/00	09/01/98- 08/31/99	09/01/97- 08/31/98	09/01/96- 08/31/97	09/01/95- 08/31/96	09/01/94- 08/31/95	09/01/93- 08/31/94
Campus: 47, 53, and 57 Worth Street and 240 Church Street										
Burglary	0	0	0	0	0	0	0	1-57 Worth	1-47 Worth 1-240 Church	1-57 Worth
Larceny	2-53 Worth 1-240 Church	1-47 Worth	3-47 Worth 5-53 Worth 4-57 Worth 1-240 Church	2-47 Worth 2-53 Worth 2-57 Worth 1-240 Church	2-47 Worth 2-53 Worth 2-57 Worth	2-47 Worth 2-57 Worth 1-240 Church	1-47 Worth 1-53 Worth 1-57 Worth	3-53 Worth 2-57 Worth	2-47 Worth 6-57 Worth 1-240 Church	4-47 Worth 4-53 Worth 2-57 Worth
Non-Campus: 40 Worth Street										
Burglary	0	0	0	0	0	0	0	0	The law school did rent office space at 40 Worth Street.	
Larceny	0	0	0	0	0	0	2	0		
Public: Parking Lot (Vehicles)										
Burglary	0	0	0	0	0	1	0	0	0	3
Larceny	0	0	0	0	0	0	0	0	1	0
Public: Sidewalk										
Attempted Assault	0	0	0	0	1	0	0	0	0	0
Other	0	1	0	0	0	0	0	0	0	0
Public: Parking Lot (Bicycles)										
Burglary	0	0	0	0	0	0	0	0	0	1
Larceny	0	1	0	0	0	0	0	1	2	0
Totals	3	3	13	7	7	6	5	7	14	15

TOTAL REPORTED ON-CAMPUS CRIME STATISTICS (February 1, 1987 - August 31, 2004)

Categories/ Reporting Period	FIRST REQUIRED REPORTING PERIOD 09/01/92- 08/31/93	09/01/91- 08/31/92	09/01/90- 08/31/91	09/01/89- 08/31/90	09/01/88- 08/31/89	09/01/87- 08/31/88	02/01/87- 08/31/87
Campus: 47, 53, and 57 Worth Street and 240 Church Street							
47, 53, and 57 Worth Street and 66 Leonard Street (the law school did not rent office space at 240 Church Street).							
Burglary & Larceny	28	10	8	8	13	15	10
Non-Campus: 40 Worth Street							
New York Law School did not have office space at 40 Worth Street.							
Public: Parking Lot (Vehicles)							
Burglary & Larceny	9	2	1	0	Parking lot statistics included under Campus statistics.		
Public: Sidewalk							
No statistics are available.							
Public: Parking Lot (Bicycles)							
Bicycle statistics included under Parking Lot (Vehicles) statistics.							
Totals	37	12	9	8	13	15	10

ATTACHMENT F

EGRESS SIGN



ATTACHMENT G

Evacuation Drill & Assignment Chart

Building Address	57 Worth Street (A)	
Floor	First Floor	
Fire Safety Directors	Robert Clemons George H. Hayes Halbert Pacheco	Roy Seda Christopher Spooner
Fire Wardens (including Deputy Fire Wardens and searchers)	Security Officers	
Building Evacuation Supervisors	Security Officers	
Fire Department of the City of New York	212-999-2222 or 9-1-1	
Nearest Street Fire Alarm Box	Northeast corner of the intersection at Church Street & Worth Street	
Law School outdoor Assembly Area	Sidewalks along West Broadway between Church Street and Franklin Street, and triangular Greenspace bordering Varick Street.	

When instructed by the Fire Safety Director all occupants must exit the building by using all available stairs, not just a familiar stair, and **upon exiting the buildings, gather at the assembly area.**

IF YOU DISCOVER SMOKE OR FIRE DO THE FOLLOWING:

- 1) **Activate a pull station device** (located near the exit stair door) to alert all other occupants.
To operate: Pull the black lever down.
- 2) **Evacuate the area** and close all doors. Notify persons in adjacent offices, classrooms, and rest rooms to begin evacuating the floor.
- 3) **Do not** open doors that feel warm to the touch. If there is heat or smoke in an area, crawl low to the floor to the nearest exit.
- 4) **If the situation permits**, use the red floor warden station to notify the Fire Safety Director.
To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Otherwise, evacuate the floor. At the building lobby, describe the situation to security officers.

DISABLED PERSON GUIDELINES

Notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near the main elevators (in B building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the building, floor, and stair alphabet location. You must notify the Fire Safety Director. Upon being provided this information, fire department personnel would respond to the noted location to assist with the evacuation.

Safe Rescue Areas

The stair landings (noted by the alphabet) in the following buildings: 47- Stair A; 53- Stair C; 57- Stair B

ATTACHMENT H

Emergency Evacuation Guidelines

When instructed by the Fire Safety Director all occupants must exit the building by using all available stairs, not just a familiar stair, and upon exiting the buildings gather at the assembly area. (See information below.)

- 1) Do not panic- remain calm. Follow the Fire Warden and/or faculty member's instructions. After hours weekdays, the faculty member should designate two students to check the rest rooms.
- 2) Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. Do not run and do not use the elevators as a means to exit the floor! When classes are in session, the faculty member should be the last person to leave the floor.

DISABLED PERSON GUIDELINES

Notify the Fire Safety Director (by use of the floor warden station) of the safe rescue area where the disabled person will be relocated. The station is the red box located near the main elevators (in B building it is located near the exit stair). To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Remember to note the building, floor, and stair alphabet location. *You must notify the Fire Safety Director. Upon being provided this information, fire department personnel would respond to the noted location to assist with the evacuation.*

Safe Rescue Areas

The stair landings (noted by the alphabet) in the following buildings: 47- Stair A; 53- Stair C; & 57- Stair B.

IF YOU DISCOVER SMOKE OR FIRE DO THE FOLLOWING:

- 1) Activate a pull station device (located near the exit stair door) to alert all other occupants.
To operate: Pull the black lever down.
- 2) Evacuate the area and close all doors. Notify persons in adjacent offices, classrooms, and rest rooms to begin evacuating the floor.
- 3) Do not open doors that feel warm to the touch. If there is heat or smoke in an area, crawl low to the floor to the nearest exit.
- 4) If the situation permits, use the red floor warden station to notify the Fire Safety Director.
To operate the station: Open the cover, lift the handset, and speak after the Fire Safety Director answers. Otherwise, evacuate the floor. At the building lobby, describe the situation to security officers.

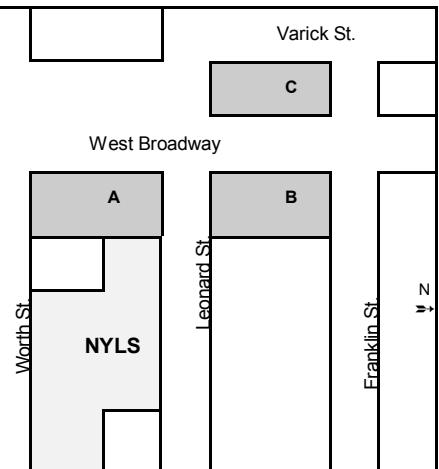
ASSEMBLY AREA

After you exit the building, gather at the assembly area. The assembly area (shaded) comprises the following sidewalks along West Broadway:

A On the same block as the law school (between Worth Street and Leonard Street);

B Between Leonard Street (one block north of Worth Street) and Franklin Street; and

C Surrounding the Greenspace bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north).



ATTACHMENT I



Bomb Threat Checklist

Date of call _____ Time of call _____	
Questions to ask the caller	Caller answers
1) When is the bomb going to explode?	
2) Where is the bomb right now?	
3) What does it look like?	
4) What kind of bomb is it?	
5) What will cause the bomb to explode?	
6) Did you place the bomb?	
7) Why was it placed?	
8) Where are you calling from? (Check telephone display.)	
9) What is your address?	
10) What is your name?	

<p>Approximate words of the caller who notified you of the bomb (continue on reverse side)</p>
--

<p>Descriptive Information (note or check all that apply)</p>

Caller's sex M ___ F ___	Race/Ethnicity _____	Age _____	Length of call _____	Number that call came in on _____	Time call was received _____
-----------------------------	-------------------------	--------------	-------------------------	---	------------------------------------

Threat Language (check all that apply)					
Well spoken	Incoherent	Foul	Read message	Taped	Irrational
Caller's Voice (check all that apply)					
Calm	Soft	Nasal	Angry	Stutter	Loud
Excited	Lisp	Laughter	Slow	Raspy	Crying
Rapid	Deep	Normal	Distinct	Slurred	Whispered
Ragged	Clearing Throat	Deep Breathing	Crackling Voice	Disguised	Accent
Background Sounds (check all that apply)					
Street noise	Factory sounds	Voices	Kitchen sounds	Animal noises	Clear
PA system	Static	House sounds	Long Distance	Local	Motors
Office machinery	Small room	Cellular Phone	Mass transit	Music	Pet sounds

Other Observations or Remarks

(continue on reverse side)

Name of Recipient _____	Date Stamp Received
Date Prepared _____	
<u>Notes</u>	

ATTACHMENT J

Data Security Advisory

Laptops are more resilient and portable than in the past, but are still subject to damage and theft which could result in loss of important data. Here are some safety precautions to guard against losing an important document or file:

Always handle your laptop carefully.

Dropping or bumping the laptop repeatedly can affect the hard drive and damage sectors. Any data stored on damaged sectors could be permanently lost.

Backup critical files.

In addition to storing them on the laptop hard drive, organize your important files into one folder and then copy that folder to a diskette, flash drive or disc. You may also backup files to your personal NYLS F:drive.

Keep your power cord or extra battery handy.

Avoid losing power in the middle of a large project. If you don't have alternate power, save your documents frequently when your battery is running low.

Avoid storing sensitive, personal data on your laptop.

Since laptops are more subject to theft, the data on them is at higher risk. Stolen banking information, passwords, etc. can be more valuable than the laptop to a thief and can create more serious problems for you in the long run.

Lastly, protect your laptop from viruses and spyware.

Viruses are particularly common among shared machines, e-mail, and unsecured wireless networks. Never download unknown files or open suspicious e-mails. Install anti-virus software on your laptop and *update it frequently*. Additionally, spyware software and a firewall should be installed to protect your laptop when using the internet. Internet sites may install programs or files on your laptop *without your knowledge*. Spyware helps detect and remove these items. Additionally, a firewall can protect against this type of activity and also prevent someone from accessing your computer through the internet. Don't forget to run regular virus and spyware scans on your laptop to identify and fix problems.

Office of Information Technology
Office of Security & Safety

ATTACHMENT K

Firearm Registration Form for Law Enforcement Officers



To be permitted to carry a firearm according to Law School policy, you must complete this form and submit proof of your law enforcement status to the Assistant Vice President of Security & Safety (57 Worth Street, Lower Level, Room L2, 212-431-2837) by the end of the first week of classes for each semester you are in attendance. You must promptly notify the Assistant Vice President if your license to carry a firearm is revoked.

Sworn federal, state, or local law enforcement officers who are enrolled as New York Law School students and are authorized by their employer to carry a firearm may do so while on owned or leased law school property. Any law enforcement officer, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. The officer must also have in his or her possession valid identification which notes their law enforcement status.

We will confirm all information.

Name	Home Address	
Home Telephone Number (including area code)		
Employer and name of supervisor	Employer Address	
Employer Telephone Number (including area code)		
<p>I certify that the information I provide on this form and the proof of law enforcement status is true. I will also abide by the law school's Weapon Possession Policy.</p> <p>Signature _____</p> <p>Date _____</p> <p style="text-align: center;"><i>Do not write in the shaded sections</i></p>		
Notes	Date Stamp Received	

