



2023 CAMPUS SAFETY & EMERGENCY PREPAREDNESS

OVERVIEW

The New York Academy of Art is committed to the welfare and safety of its students, faculty, staff and visitors. This guide has been compiled to assist you in responding to different emergencies that might confront you in the course of your employment or while attending classes at the Academy. Please become familiar with the contents. In the event of an emergency, it will serve as a quick reference for effective action. Safety and emergency procedures are the responsibility of the Operations Department and conform to guidelines recommended by the NYPD and Department of Homeland Security. Your understanding and compliance with these policies and procedures is critical to the maintenance of a safe environment. Thank you for your assistance.

IMPORTANT CONTACTS

Call **911** to report any emergency

Academy Reception/Security
Ext. 5131 | 212.966.0300

Academy Operations
Ext. 5969 | 212.842.5969

Academy Maintenance
Ext. 5965 | 212.842.5965

Tim Buckley, Operations Manager
Ext. 5969 | 917.612.5859

Patrick Okundaye, Reception
Ext. 5965 | 212.966.0300

Jess Leo, Night and Weekend
Studio Manager
Ext. 5125 | 212.842.5125

Peter Drake, Provost
Ext. 5970 | 212.645.7301

Amy Hughes, Director of Student
Services
Ext. 5125

TITLE IX

Gahbaie Jobity
Title IX Coordinator
Human Resources Director
Ext. 5129 | 917-795-5305
gjobity@nyaa.edu

Harry Michas
Deputy Title IX Investigator
Chief of Staff
Ext. 5976 | 212-842-5976

Tim Buckley
Title IX investigator
Operations Manager
Ext. 5969 | 917.612.5859
tbuckley@nyaa.edu

**HELPFUL EMAILS TO REPORT AN
ISSUE** maintenance@nyaa.edu

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BOMB THREAT

All bomb threats must be taken seriously. The most important actions that can be taken are proper handling of the threatening call and the identification of any device or suspicious package or article.

If, at any time, you observe a suspicious object which you suspect might be a bomb: Call NYPD using 911 or call Academy security personnel at ext 5100 from any internal phone. Do NOT use a cell phone, as the radio frequency could possibly trigger the explosive device. Do not handle the object. Also, do not open drawers, cabinets or turn lights on or off as such actions may trigger a bomb.

Follow Police directions regarding evacuation.

A. Handling a Telephoned Bomb Threat:

- Try to remain calm
- Listen closely to the caller's voice; attempt to record the conversation verbatim.
- If time permits, try to keep the caller talking until you have obtained as much of the following information as possible:

1. Ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why did you place the bomb?

2. Note and record the following:

- Phone number – outside or inside call.
- Sex and approximate age of the caller.
- Speech pattern, accent, distinctive characteristics, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

B. After the Call:

- Immediately notify NYPD by calling 911, providing them with any information you were able to gather. Include your name, location and telephone number.
- If you should observe a suspicious object, package, etc., report it to NYPD and Academy security, but under no circumstances should you touch, tamper with or move it in any way. Do not open drawers, cabinets or turn lights on or off, as this may trigger a bomb.
- Inform a faculty member, staff member, supervisor or department head.

C. Evacuation:

- NYPD or Academy staff will advise occupants when to evacuate the building. If requested, evacuate immediately. Move to a clear area at least 500 feet away from the building.
- Assist persons with disabilities in exiting the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.

- Unless NYPD or Academy staff direct you to an alternate location, you should report to Wilkinson Hall first and await instructions.

From these locations, you will be advised when it is safe to re-enter the evacuated building.
Do not re-enter an evacuated site unless directed to do so by NYPD or Academy staff.

CRIME IN PROGRESS

It is imperative that all crime and suspicious activity be reported to the NYPD and Academy security.

By working together, the Academy community and the police can reduce crime on campus. Hopefully, you will never be the victim of or witness to a crime of any sort. If you should be involved in or witness one, however, your personal safety and that of others is the number one priority.

“I didn’t know I should call the police” and “When should I call the police?” are the two most common statements police officers hear when speaking to students, staff and faculty members. To help clear up any uncertainty, here are a few tips:

- **TRUST YOUR INSTINCTS!** If you suspect something is wrong, or a situation seems dangerous, you may be right. Don’t dismiss suspicious people, cars or situations. If you observe or have knowledge of any dangerous, suspicious or criminal activity, don’t hesitate; call the NYPD by dialing 911. **DON’T** delay. Call the police first, Academy security second. Do not attempt to apprehend or interfere with the criminal except for self-protection. Do not touch anything or disturb the crime scene.
- Providing a good description of the criminal is the best way to help with catching that person. Note height, weight, sex, race, approximate age, clothing, method and direction of travel. If possible, obtain license plate information, make and model of vehicle, color and any outstanding characteristics.
- In the event of a civil disturbance, move to a safe location and contact the NYPD immediately. If the disturbance is outside, stay away from doors and windows, and find a safe place to remain until police arrive and secure the situation. Do not interfere with those persons creating the disturbance or with authorities at the scene.

EVACUATION OF PERSONS WITH DISABILITIES

It is the responsibility of all Academy personnel to assist with the evacuation of persons with disabilities if called upon. If a student has a particular mobility impairment, please notify the Operations Department and a specific plan of evacuation will be created and distributed to Academy personnel and the student, along with specific Academy contact phone numbers for assistance.

- As a general rule persons with disabilities who use wheelchairs or who have mobility impairments should observe the following procedures:
- All persons shall move toward the nearest marked exit. As a first choice, the person who uses a wheelchair or who has a mobility impairment may use the building elevator, **BUT NEVER IN THE CASE OF FIRE OR EARTHQUAKE.**
- As a second choice, when the person who uses a wheelchair or who has a mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.
- If assistance is not immediately available, the person who uses a wheelchair or who has a mobility impairment should stay in the exit corridor or the stairway landing. He or she should continue to call for help until rescued.
- Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Carry a cell phone programmed with New York Academy of Art emergency contact numbers.

FIRE

Anyone detecting smoke or fire in a building should:

- Sound the nearest alarm.
- Call the NYPD at 911. Give your name, department and location of the fire.

Initiate evacuation procedures:

When an alarm is sounded

- Assist persons with disabilities in evacuating the building.
- Close the office or classroom door if you are the last person to leave.
- Leave the building by using the nearest exit; do not use elevators.
- If the alarm stops (alarms may not sound continuously), continue to evacuate. Warn others who may attempt to enter the building when the alarm is not sounding.
- If the corridors or stairways are filled with smoke, are extremely hot or impassable, remain in your room and keep the doors tightly closed. Use the windows to signal for help. If possible make your way to the north(front) side of the building at 111 Franklin Street and utilize the external fire escape, and emergency door is located on each floor. There is also emergency roof access located in the eastern stairway. Utilize if necessary.
- Once outdoors, move to a clear area at least 500 feet away from the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.

Do not re-enter an evacuated site unless directed to do so by NYPD, FDNY, or Academy staff.

FLOODING AND WATER DAMAGE

Serious water damage can occur from a number of sources such as broken pipes, clogged drains and broken windows.

If a water leak occurs:

- Remain calm.
- Call Academy Security immediately by dialing 5100 at any Academy phone.
- Indicate whether any valuables, art collections or books are involved, or are in imminent danger.
- Notify your supervisor or Academy staff of the extent and location of the leak.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it (i.e. unclog the drain, turn off water, etc.) do so cautiously.

HAZARDOUS MATERIALS/SPILLS

If a chemical is spilled and Academy staff are not familiar with its properties, the staff member should report the incident immediately to the Director of Operations and Academy Security providing as much information as possible. Staff members and students should make no attempt to contain or clean up the spill unless they are familiar with the chemical material and its properties. If toxic chemicals come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use emergency showers where available (4th floor bathroom and basement located outside GL2 next to the kiln room).

The Director of Operations will make arrangements for cleanup of the spill, and, depending upon the nature of the chemical involved, may order an evacuation of the site. Members of the Academy community located in the affected area must heed any such evacuation order, which may be coupled with the sounding of the building alarm.

HOSTILE INTRUDER

Call NYPD by dialing 911

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building or on Academy grounds, it is recommended that the following procedure be implemented.

- These procedures are relevant to all areas of the Academy.
- If possible, faculty should immediately lock the students and themselves in the classroom and cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desk, tables, etc. If communication is available, immediately call the NYPD by dialing 911. Do not assume that someone else has called the Police.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows. Do not try to “see what’s happening”.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until NYPD personnel arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office, and close and lock the doors. Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims. Take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If you think you can safely make it out of the building or area by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the intruder’s view. When away from the immediate area of danger, summon help (Dial 911) any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder(s) in the eyes.

- When the NYPD arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions to follow.

MECHANICAL/ELECTRICAL SYSTEM FAILURE

Should an electrical or mechanical system failure occur in the Academy, it may become necessary to evacuate the facility. The NYPD will seek input from Operations and Building Management prior to making a decision.

- If you are in an area where power has failed, call Academy Security at extension 5100 from any internal phone and if the situation requires call 911 for emergency services, providing the dispatcher with your name, location and department. Describe the nature of the problem and any additional locations that are without power.
- If the lights are out, proceed cautiously to the eastern staircase which has emergency lights and markings.
- If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
- NYPD or Academy staff will advise you if/when to evacuate the building. If requested, evacuate the building immediately.
- Move to a clear area at least 500 feet away from the building.
- Assist persons with disabilities in exiting the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.
- Unless NYPD personnel direct you to an alternate location, you should report to the following locations to await instructions:
 - Inside the Academy report to Wilkinson Hall
 - Outside the Academy meet at the square between Gotan and the uptown 1 train station.

MEDICAL EMERGENCY

In case of serious injury or illness at the Academy, observe the following procedures:

- Contact NYPD by dialing 911 first, then call Academy Security at extension 5100 from any internal phone.
- Give your name, describe the nature and severity of the medical problem and the location of the victim. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not move the injured except for protection from further injury (i.e. fire, chemical hazard).
- Stay with the victim until the police and ambulance arrive.
- If blood is present, contact Buildings Management; do not attempt to clean the area yourself, as specialized handling is required.
- Flush any chemical and/or fire burns with cold water or immerse the affected area in cold water if possible.

SEVERE WEATHER

While NYC closely monitors weather in the New York metro area, severe weather — such as thunderstorms, flash floods, and tornadoes can occur with little or no warning. Because of the potential devastation that can occur as a result of these events, you should prepare for the dangers associated with various types of severe weather.

Tips for dealing with severe weather:

- Check your cell phones for emergency text messages from the Academy.
- Register for emergency notifications by visiting [NYC.gov/notifynyc](https://nyc.gov/notifynyc), calling 311 (TTY: 212-504-4115), or following @NotifyNYC on Twitter
- Tune in to local radio or TV stations to receive updates.
- Make a disaster plan, and create a Go Bag and emergency supply kit.
- Check in on friends and neighbors, especially seniors and those with special needs, and help them prepare.

Thunderstorms:

- Avoid handling metal, electrical equipment, and telephones. Do not use faucets or any water connected to a plumbing system. Lightning can follow wires and pipes.
- Take cover in a building immediately. If there is no shelter, crouch down, grab your ankles and bend forward, so that your head is not the highest part of your body and your head does not touch the ground. Do not lie flat on the ground.
- Stay clear of downed power lines.

Flash floods:

- Reduce your risk of experiencing flooding by conserving water and removing debris from catch basins. For more, visit the Department of Environmental Protection online at [NYC.gov/DEP](https://nyc.gov/DEP).
- Significant street flooding can pose risks to both pedestrians and drivers. Avoid walking or driving through flooded streets. As few as six inches of moving water can knock a person over. One to two feet of water can carry away a vehicle.

Tornadoes:

- While rare in the New York area plan for the worst. Go to your basement or the lowest point of your home, or an interior wall away from windows.

Coastal Storms and Hurricanes:

- New York City's geography, population, and structural density make it especially vulnerable to coastal storms, including nor'easters, tropical storms, and hurricanes.
- Find out if you live in a hurricane evacuation zone before a hurricane.
- Visit the Hurricane Evacuation Zone Finder at [NYC.gov/hurricanezones](https://nyc.gov/hurricanezones) or call 311 (TTY: 212-504-4115) to find out which hurricane evacuation zone you live in.

- Prepare your home and vehicles. Secure outdoor objects, close windows and outside doors securely, move valuable items to upper floors, and top off your vehicle and generator with fuel.
- Know where you will go in the event an evacuation order is issued.
- Be prepared to potentially lose power. Charge cell phone batteries, turn your refrigerator and freezer to a colder setting,
- Check on friends, relatives, and neighbors, especially older adults and people with disabilities, and help them prepare and evacuate if needed.
- Check your cell phones for emergency text messages from the Academy.

ACT OF TERRORISM

What to Do If a Terrorism Event Occurs:

- Remain calm and be patient.
- Follow the advice of local emergency officials.
- Be prepared to evacuate the building and listen for announcements from Academy staff.
- Check your cell phones for emergency text messages from the Academy.
- Listen to the radio or television for news and instructions.
- If the event occurs near you, check for injuries. [Give first aid](#) and get help for seriously injured people if possible..
- Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
- Check on your classmates and connect with Academy staff
- In the event of an evacuation meet at the following locations:
 - Inside the Academy report to Wilkinson Hall
 - Outside the Academy meet at the square between Gotan and the uptown 1 train station.

A Word on What Could Happen:

As we've learned from previous events, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
- You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
- Clean-up may take many months.

RESIDENCY EMERGENCY PROTOCOL

The New York Academy of Art Abroad Emergency Protocol (the Protocol) has been designed expressly to safeguard the well-being of program participants and to protect the Academy's interests. The procedures set forth below are to be followed by the study abroad program directors and Academy administration, staff, faculty, and students in order to effectively prepare for and rapidly respond to emergencies in the Academy's foreign and domestic residency programs.

The Protocol becomes effective in situations where students and employees become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, fail to return on time to programs at the end of long weekends or other situation that the director or participant deems an emergency. While it is of course impossible to plan for all contingencies involving our programs abroad, the Protocol provides procedures that will allow us to react in a responsible and levelheaded way when emergencies do arise. We need to be able to provide, in a consistent and predictable way, for the safety and well-being of our students and all other participants. It is the responsibility of program directors and other Academy administrators to follow the procedures outlined below and of program directors to inform the students in their group about these procedures during their orientations.

What is an emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and wellbeing of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Disappearance or kidnapping of a participant;
- Criminal assaults against program participants;
- Sexual assault or rape;
- Serious illness, physical or emotional, injury or death;
- Hospitalization for any reason;
- Arrest, incarceration or deportation;
- Terrorist threat or attack;
- Local political crisis;
- Natural disasters.

1. A "perceived emergency" results from events that are not immediately threatening to the health or safety of program students or staff, but which may be viewed as such by family and

friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

2. At a minimum, the following information should be provided to all students during the pre-departure and on-site orientation.

Program director or On-site coordinator in host country

All Program Directors must have a cell phone that works in the host country - either a US or foreign number. Directors must provide students, parents and university administrators with the complete number including the country and city code if using a local number in the host country.

- U.S. Embassy contact numbers, both stateside and foreign. www.usembassy.gov/
- Family and or spouse contact numbers. This should include work, home and cell phone numbers and email addresses.
- Administrative contact information, this should include work, home and cell phone numbers and email addresses for the President, the Dean and the Faculty Chair.
- Contact numbers for all of the students participating in the NYAA residency. This should include work, home and cell phones and email addresses. Cell phones service will vary with each environment, but every effort should be made to have some contact number for every student.
- Contact numbers for the host organization. These should include landlines, cell phones and email addresses. In some cases where contact is limited, alternative contact numbers should be made available to the faculty or staff member.
- Contact information for local hospital and Police.
- Verify health insurance coverage for all participating students
- On-site staff should have access to emergency cash/travelers checks in the event that ATMs are not available during emergencies

What should on-site staff do to prepare for emergencies?

- a. Cover safety and security issues specific to the country. Advise the students to avoid travel to or through any location where tensions exist and travel may be dangerous.
- b. Procedures for a medical emergency:
 - Students should be informed that they are required to notify the program director about any medical emergency, and that the program director in turn is required to contact the Academy. This information will be treated with the strictest confidentiality, and will be shared by the program director on a “need to know” basis only. If the crisis involving the student is grave enough to jeopardize his or her safety or well being, the emergency contact he/she has provided at the time of registration will be informed.
 - Directors will leave a detailed written program itinerary with the Academy with written instructions on how they can be contacted in an emergency.

What should Students do to prepare for emergencies?

1. Be familiar with all materials sent to you by the Academy including the Consular Information Sheets on your host country and the Center for Disease Control Travelers Information.
2. Review the Emergency Protocol.
3. Know how to use your health insurance information and keep a copy of the card with you at all times along with the 24/7 assistance phone number.
4. Make 2 copies of your passport. Leave one with your family and bring one with you on your trip and keep it separately from your passport. While you are traveling, protect your passport. Use a money belt or neck pouch.
5. Keep the program director's and university emergency numbers with you at all times.
6. Learn as much as you can about your country before you go.
7. Register with the U.S. Embassy, <https://travelregistration.state.gov/ibrs/ui/>.
8. Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being.
9. Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, while in a foreign country, you are subject to their laws.
10. Bring a credit card or make sure to have access to additional funds in case of an emergency.

What to do in the case of an emergency

For the Program Director

- 1.** In an emergency, the director's first responsibility is to safeguard the safety and well being of program participants. The director should do whatever is necessary to assure this, whether this means obtaining prompt and appropriate medical attention, Embassy intervention or police protection.
- 2.** When all has been done to assure the participants' well being, the director should contact the Academy and brief the Senior Administrator in detail about the situation. The senior administrator will then contact the program director or a designated representative for further action on the emergency.
- 3.** In an emergency, the director should urge participants to contact parents as soon as possible to advise them of their personal situation. Wherever necessary, the director must facilitate such contact.
- 4.** As necessary, the director should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require. If there is a continuing risk to the welfare of the students (during a terrorist threat, for example), the director should ask the appropriate Embassy or Consular Official to advise him/her on a regular basis about the evolution of the crisis, and about how the students should respond.
- 5.** In a medical emergency, the director or appropriate designee should accompany the student to an appropriate health care provider. The Senior Administrator for the Academy should be contacted and made aware of the situation. No details should be shared unless the participant grants permission. If a medical emergency is critical and parents should be informed, the President or the Dean should make contact with the parents.
- 6.** During an on-going crisis, the director should keep the Academy informed on a regular basis, daily or as need dictates.
- 7.** Depending on the acuteness of the crisis, the crisis response team may be assembled to decide on a course of action that the director and students need to follow.
- 8.** During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, the director should tell the students to keep a low profile; tell them to avoid demonstrations, confrontations or situations where they could be in danger; avoid behavior that could call attention to themselves; avoid locales where foreigners or U.S. Americans are known to congregate; and take down signs, avoid using luggage tags and wearing clothes that would label them as U.S. Americans.
- 9.** In the event of a significant crisis, students have the option of returning to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus.

10. Faculty members and students will be evacuated or sent home if a situation deteriorates to the point where the degree of risk to participants is deemed unacceptable. If this unlikely event were to happen, the crisis response team, in consultation with the director, the U.S. Embassy and State Department, and appropriate individuals on the home campus, would develop an evacuation plan in as much detail as possible.

For the student

1. If there is an emergency, you should immediately contact the Program Director. His/her responsibility is to make sure that you are safe. The director will be in touch with the Academy and will recommend appropriate steps depending on the situation. Follow the director's instructions.
2. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, keep a low profile; avoid demonstrations, confrontations or situations where you could be in danger; avoid behavior that could call attention to yourself; avoid locales where foreigners or U.S. Americans are known to congregate; and take down signs, avoid using luggage tags and wearing clothes that would label you as U.S. Americans.

For Academy Administrators

Upon receiving a call from the director of a residency (or from faculty, parent or other source) involving a serious injury, death, or emergency, the Academy will:

1. Start a log of all calls and activities.
2. Get the following information from the director:
 - Name of caller and of victim(s), if any
 - Brief description of accident, injuries, and/or emergency, the steps that have been taken and the status.
 - Location of caller- street, city, country
 - Location of accident or emergency. How close is it to students and staff?
 - Phone, cell phone, fax, or beeper number where caller is
 - Find out if rescue squad, local law enforcement, U.S. embassy/consulate have been called if appropriate?
 - Has any information been released to the media?

If an emergency – real or perceived – occurred, ask for detailed answers to these questions:

- What impact, if any, did any emergency have on availability of food, water, and medical supplies?
- What was the target of unrest, if the event was political?
- What is the intensity of the emergency or of the political unrest?
- Are there military or emergency personnel at the site of the emergency?
- Is continuation of classes feasible?

- How able are our students and staff to travel in the country?
- What is the advice of the nearest U.S. embassy or consulate?

Crisis Response Team

The Crisis Response Team may be comprised of but not limited to:

- The President of the Academy
- The Dean of Academic Affairs
- The Faculty Chair
- The Directors of relevant departments
- The Director of Security
- Legal and medical advisors

If based on the recommendation of the Crisis Response Team, the senior administrator determines that a program should be cancelled or terminated due to an emergency or crisis situation, the process for notification.

State Department Travel Alert

If, prior to the commencement of a program, the U. S. State Department issues a Travel Alert for the area in which the program is being conducted, the updated information must be distributed within 7 days to students and the program director by the Academy. Students must be permitted to withdraw and every effort made to find an alternate program. Students shall be refunded any fees.

If, during the course of a program, the U. S. State Department issues a Travel Alert for the area in which the program is being conducted, the updated information must be distributed within 72 hours to students and students must be permitted to withdraw. Every effort will be made to allow students to complete their coursework after their return. Students shall be refunded any fees not already expended.

State Department Travel Warning or Center for Disease Control Travel Health Warning

If either the US Department of State or the Centers for Disease Control issue a travel warning for the area where an Academy program is being conducted, the Academy will consult with the Crisis Management Team. Normally the Academy will suspend approval of study abroad while the warning is in effect.

NEW YORK ACADEMY OF ART CAMPUS SAFETY POLICIES

Crime Reporting and Campus Security Authorities (CSA)

All members of the Academy community are urged to report criminal incidents, emergencies and suspicious activity promptly. Crimes in progress and any other emergencies on campus should be reported directly by any student, faculty member or employee by calling 911. The Academy's Security desk can be reached at ext. 5100 from any Academy security phone located by the elevator on each floor or 212-842-5100 from an external line. The Academy's security officers are not police officers and they do not carry firearms. Any criminal investigations are conducted by the New York Police Department. There are no off campus student organizations associated with the Academy.

The following areas, officials and staff are Campus Security Authorities (CSA) and are obligated to report Clery-reportable crimes. Campus Security Authorities receive Clery training.

- Mike Smith, Director of Operations & Campus Security
Ext. 5969 | 917.612.5859
- Patrick Okundaye, Reception and Security
Ext. 5100 | 212.966.0300
- Tim Buckley, Building and Studio Manager
Ext. 5125 | 212.842.5125
- Peter Drake, Provost
Ext. 5970
- Gahbaie Jobity Human Resources & Title IX Officer Ext.
5129 | 917-795-5305

Emergency contacts:

- | | |
|---------------------------------|--------------|
| • Police/Fire Emergency | 911 |
| • NYPD 1 st Precinct | 212.334.0611 |
| • Rape/Sex Crimes (NYCPD) | 212.267.7273 |
| • Domestic Violence | 800.621.4673 |
| • NYC Terrorism Hotline | 800.692.6233 |
| • Poison Control Center | 800.222.1222 |

Emergency Notification Procedures

In the event of a crime or emergency that poses an immediate threat to the health or safety of the Academy community or requires evacuation a "Campus Safety Alert" or an "Emergency Notification Message" will be prepared and distributed via one or more of the following methods:

- Academy e-mail service
- Emergency text notification
- the Academy's website at www.nyaa.edu

Alcohol and Drugs

The New York Academy of Art's alcohol and drug policies reinforce the institution's commitment to maintaining an environment that is dedicated to the physical, emotional and psychological development of all persons. These policies are guided by the care and concern for the individual person and the welfare of others.

To reflect its commitment to alcohol and drug awareness, the Academy calls upon key individuals and departments to educate the institution's community on the dangers of alcohol abuse and drug use:

- The Department of Student Affairs program coordinates alcohol and drug education and programming, as well as materials to assist students with issues concerning alcohol and drug usage.
- Campus Safety & Security assist in implementing and enforcing the policy.

The Academy makes available to all students Counseling and Psychological Referral Services, a counseling office staffed principally by licensed mental health professionals. The Academy strongly urges its students to take advantage of these services. Referrals and full list of resources are available through the Department of Student Affairs.

Local Resources

- Alcoholics Anonymous, Narcotics Anonymous - <https://www.aa.org> and <https://www.na.org>

The Academy policy concerning the possession, use and sale of alcoholic beverages and drugs is intended to conform to the applicable Federal, State and local statutes. The full policy is outlined in the student handbook. stated in full in the Student Handbook.

The Academy's alcohol and drug policy combines observance of state law, protection of the overall community and reduction of high risk behavior. It should be understood that the Academy in no way is a co-sponsor to off-campus alcoholic events. No person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages on Academy property or at any event sponsored by the Academy.

Student Onboarding & Ongoing Education Guide

The New York Academy of Art believe s that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. The Academy will continue to educate all new and current students using a variety of best practices aimed at educating the entire community in an effort to decrease violence and maintain a culture where sexual assault and acts of violence are not tolerated.

All new students will receive training on the following topics:

- The Academy prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the Institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.

- The role of the Title IX Coordinator, Campus Security Team, and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on reporting individuals (victims/survivors) and their friends and family, and its long-term impact.
- The Students' Bill of Rights, including:
- How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
- How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation. The Academy will conduct these trainings for all new students. Each campus shall use multiple methods to educate students about sexual violence prevention. The Academy will also share information on sexual violence prevention via the institution's website's Student Consumer Information page. Students at the Academy are offered general and specialized training in sexual violence prevention compliant with the requirements of the Violence Against Women Act. The Academy will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees, leaders and officers of registered/recognized student organizations.

Methods of training and educating students may include, but are not limited to:

- Course syllabi
- Posters, bulletin boards, and other targeted print and email materials
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education
- Outreach and partnering with local business which attract students in order to advertise and educate about these policies
- All-Student and Quality Assurance Committee meetings

Sex Offenders Registry

As per the New York State Sex Crimes Prevention Act, all institutions of higher learning must advise their campus communities about law enforcement agency information concerning registered sex offenders. A registry searchable by zip code, county, and offender name is available on the website of the New York State Division of Criminal Justice services:

http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

INSTITUTIONAL POLICIES

Students, faculty and other staff, as well as visitors and other licensees and invitees on campus property, are prohibited from engaging in, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations. The penalties for violations will include the ejection of a violator from campus property and, in the case of a student, staff or faculty violator, his or her suspension or expulsion. Students, faculty and other staff, as well as visitors and other licensees and invitees on campus property are required to read and adhere to the policies and procedures as outlined in the [Student Handbook](#).

APPENDIX 1: OFFENSE DEFINITIONS

The definitions for murder, robbery, aggravated assault, burglary, arson, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook* (2004). The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the *Uniform Crime Reporting Handbook* (2004).

- **Criminal Homicide, Murder and Non-negligent Manslaughter** — The willful (non-negligent) killing of one human being by another
- **Criminal Homicide, Manslaughter by Negligence** — The killing of another person through gross negligence
- **Sex Offenses (Forcible)** — Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent
 - **Forcible Rape** — The carnal knowledge of a person, forcibly and/or not forcibly or against the person’s will where the victim is incapable of giving consent because of her/his temporary or permanent mental or physical incapacity (or because of her/his youth).
 - **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 her/his youth or because of her/his temporary or permanent mental or physical incapacity.
 - **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 her/his youth or because of her/his temporary or permanent mental or physical incapacity.
 - **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 her/his youth or because of her/his temporary or permanent mental incapacity.
- **Sex Offenses (Non-forcible)** — Unlawful, non-forcible sexual intercourse
 - **Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York State, the age of consent is seventeen.
- **Sex Offenses** - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the

victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Dating Violence** - Reference to a violent act; Committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and The existence of the relationship shall be determined based on victim's statement with consideration of the length of the relationship, the type of the relationship, and the frequency of the relationship.
- **Domestic Violence** - Reference to a violent crime; committed by current or former spouse or intimate partner ; person sharing a child with the victim; and person cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- **Stalking** - Engaging in a course of conduct (two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property); directed at a specific person; and causes a reasonable person to fear for his or her safety or the safety of others or causes that person to suffer substantial emotional damage.
- **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.
- **Aggravated Assault** — An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that 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.)
- **Burglary** — 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, safecracking and all attempts to commit any of the aforementioned.
- **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.
- **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.)
- **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.)

- **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, heroine, codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Weapon Law Violations** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons and all attempts to commit any of the aforementioned.

APPENDIX 2: HELPFUL LINKS

<http://www.dhs.gov/>

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

http://www.nyc.gov/html/oem/downloads/pdf/household_guide.pdf

APPENDIX 3: STATISTICS

